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2023**

Exhibitor
Manual

www.esaic.org
www.Euroanaesthesia.org

Dear Exhibitor,

On behalf of ESAIC, it is our privilege and honour to invite you as an exhibitor during Euroanaesthesia 2023, which will be held from 3 to 5 June 2023 in Glasgow, Scotland. During Euroanaesthesia 2023, world-renowned experts will gather to present the newest research and state-of-the-art clinical practice. Euroanaesthesia is the premier venue to present research findings and to learn about new work in Anaesthesia, Intensive Care, Pain, Perioperative Medicine, and Critical Emergency Medicine. It, therefore, offers the perfect stage for you to present the portfolio of your company or organisation. In addition, during the scientific programme, the world's leading experts will share their insights, most relevant knowledge and experience during state-of-the-art lectures, interactive sessions, debates, and courses. Euroanaesthesia is truly an outstanding international platform to enhance knowledge, watch live demos, review innovative techniques, learn about guidelines, communicate, collaborate and network with representatives of a large global audience of experts in the field.

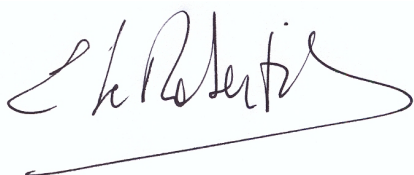
Euroanaesthesia 2023 will be organised again as a hybrid event. As most of the scientific sessions will be live-streamed, industry representatives may seize the opportunity to organise their own symposia in a hybrid format, allowing remote attendees worldwide to watch their sessions live and on demand.

The 2023 edition of Euroanaesthesia will focus on sustainability, an emerging economic, political and societal matter calling for the long-term viability of human concerns about the planet's future. For many, the fact that the name Glasgow comes from the Celtic *Cleschi*, meaning *Dear Green Place*, might not be known. Therefore, to honour the founders of Glasgow, who, during the industrial revolution, took pains to maintain and develop green spaces in perpetuity for the population, a designated area named *Dear Green Place* will be allocated at the exhibition hall. This one-of-a-kind area will focus on sustainability and offer engaging activities for the delegates, facilitated by representatives from the Green Anaesthesia Scotland Group, National Societies, the ESAIC Sustainability Committee and Industry partners.

The Euroanaesthesia 2023 Exhibition represents an essential and integral element of the Congress, providing opportunities for organisations and companies to promote participation in workshops and symposia as unique opportunities to network, interact, and become acquainted with the most recent developments in the field.

With all these opportunities in mind, ESAIC would like to invite all companies and organisations involved in the field of Anaesthesia, Intensive Care, Pain, Perioperative Medicine and Critical Emergency Medicine to contribute to the Congress's educational function by allowing participants to gain access to your high-quality information and advice, services, products and demos to increase brand awareness and give your company significant exposure to a large audience and to promote and introduce products and services. At ESAIC, we are committed to providing our industry partners with various solutions to facilitate their presence and visibility at Euroanaesthesia 2023.

We look forward to extending our partnership to another memorable edition of Euroanaesthesia in Glasgow!



Prof. Edoardo de Robertis
ESAIC President



Prof. Jan Hendrickx
Industry Liaison Taskforce Chair

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1. WHO'S WHO?

European Society of Anaesthesiology and Intensive Care

The European Society of Anaesthesiology and Intensive Care (ESAIC) is the leading European organisation for members and national societies for anaesthesia, intensive care, pain, perioperative medicine and critical emergency medicine.

The ESAIC is the organiser of the Euroanaesthesia Congress, one of the most important and influential annual congresses in anaesthesiology and intensive care.

<p>Aude Quivy <i>Industry & External Relations Coordinator</i> aude.quivy@esaic.org +32 (0)2 250 30 57</p>	<p>Main point of contact regarding Euroanaesthesia</p>
<p>Nathaly Roux <i>Events Manager</i> nathaly.roux@esaic.org +32 (0)2 210 94 17</p>	<p>Euroanaesthesia overall organisation</p>

Scottish Event Campus

The SEC refers to the venue for the Euroanaesthesia congress in Glasgow.

<p>Scottish Event Campus Glasgow – G3 8YW Scotland – United Kingdom https://www.sec.co.uk/</p>	<p>Security, parking, and general services on booths (cleaning, rigging, water supplies, compressed air, telecoms,...)</p>
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SEC Food

SEC Food will provide all food and drinks during Euroanaesthesia.

<p>SEC Food Glasgow – G3 8YW Scotland – United Kingdom https://www.sec.co.uk/organise-an-event/event-services/sec-food</p>	<p>Stand catering via https://sec.standcatering.co.uk/ Industry sessions via Nyree Marsh - nyree.marsh@sec.co.uk</p>
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Full Circle

Full Circle Events & Exhibitions are the officially appointed contractor to Euroanaesthesia 2023 and will be your main point of contact for services related to your booth.

Full Circle also provides stand design building services – request to be sent by 17 April at the latest.

<p>Full Circle Glasgow – G3 8YW Scotland – United Kingdom Exhibit@fullcircleeventsltd.co.uk T/0161 393 3949 – F/0161 873 7688</p>	<p>You can order items related to your booth via the Full Circle webshop (electrics, shell-scheme accessories,</p>
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	audio-visual, furniture, graphics, hostesses etc.).
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Kristal Logistics

Kristal Logistics International Exhibition & Event Logistics is the official supplier for handling, customs clearance, and storage for Euroanaesthesia. Shipping guidelines and forms are available at the end of this manual.

Wim Poels*Exhibition Coordinator*

Brucargo 734 – 1830 Machelen – Belgium

Wim.poels@kristal-logistics.com

Kuoni

Kuoni is the official accommodation agency for Euroanaesthesia and offers highly competitive rates and personalised services during the congress (bookings, transfers, dinners, hostess services and sightseeing).

Anna Fornells*Team Leader Kuoni Congress*euroanaesthesia2023@kuonitumlare.com

+34 93 505 25 00

Key4events

Key4Events is the provider for all lead retrievals during Euroanaesthesia.

You can place your customised leads retrievals order until 30 May 2023; orders placed before 12 May will benefit from the reduced fee.

Basic lead retrievals can also be purchased onsite at the Key4Events desk during the congress, within the limits of available stocks.

Marie Manié & Youna ShinEuroanaesthesia2023@key4events.com

+33 (0) 810 20 38 30

Estensis

Estensis is the technical team in charge of speakers' presentation management during Euroanaesthesia.

2. SCHEDULE

Early build-up (optional)

The early build-up order form can be found on the [EA23 website](#).

Wednesday 31 May 2023	08:00 – 20:00
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Build-up

Build-up dates concern exhibitors with raw space.

Exhibitor staff can check their booth as of Friday, 2 June.

All aisles must be cleared by Friday, 2 June, at 19:00.

Thursday, 1 June 2023	08:00 – 23:00
Friday 2 June 2023	08:00 – 20:00

Exhibition

Saturday, 3 June 2023	10:00 – 18:00
Sunday 4 June 2023	09:00 – 18:00
Monday 5 June 2023	09:00 – 16:00

Dismantling

Monday 5 June 2023	17:00 – 22:00
Tuesday 6 June 2023	08:00 – 20:00

On Monday, 5 June, **all stands must remain in place until 16:00.**

Exhibitors cannot leave the premises of their booth before that time.

Congress Programme

The full Congress Programme will be available at a later stage on the [EA23 website](#).

Onsite registration and Faculty lounge opening hours

Friday 2 June 2023	07:30 – 18:00
Saturday, 3 June 2023	07:30 – 19:00
Sunday 4 June 2023	07:30 – 18:30
Monday 5 June 2023	07:30 – 17:00

Coffee breaks and lunch breaks

	Saturday 3 June	Sunday 4 June	Monday 5 June
Coffee break	10:15 – 10:45	10:15 – 10:45	10:45 – 11:15
Lunch break	11:45 – 13:30	11:45 – 13:30	12:15 – 13:45
Coffee break	15:45 – 16:30	15:30 – 16:00	14:45 – 15:15

3. IMPORTANT DATES & DEADLINES

18 January 2023	Full Circle webshop opening
15 March 2023	Deadline to submit industry session programmes (symposium, meet the expert, workshop) via the dedicated form
31 March 2023	Deadline to submit industry sessions adverts to ESAIC Deadline to submit the Stand Contractor form to KRISTAL
17 April 2023	Deadline to order stand design and building to Full Circle (if required)
19 April 2023	Opening exhibitor registration
19 April 2023	Deadline to submit final construction plans of exhibition stands to ESAIC
21 April 2022	Deadline to submit the material handling and freight information form to KRISTAL
3 May 2023	Deadline to order additional items and services to your booth and hostess services for your sessions via Full Circle webshop
5 May 2023	Deadline to order catering to SEC Food Deadline to order extra AV for symposium rooms to SEC
12 May 2023	Deadline to order lead retrievals via Key4events (early rate)
15 May 2023	Deadline to order cleaning services for your booth and rigging (for raw space only) via SEC order forms (available as of February)
21 May 2023	Closing exhibitor registration & group registration
22 May 2023	Deadline to order Compressed air, water services, IT, and telecoms for your booth via SEC order form (available as of February)
23 May 2023	Deadline to submit the unloading/reloading schedule form to KRISTAL
30 May 2023	Deadline to order lead retrievals via Key4events
31 May 2023	Exhibition early build-up 08:00 – 20:00
1 June 2023	Onsite registration 07:30 – 18:00 Exhibition build-up 08:00 – 23:00
2 June 2023	Onsite registration 07:30 – 19:00 Exhibition build-up 08:00 – 20:00 Exhibitors who ordered shell schemes are allowed to enter the exhibition as of 12.00.
3 June 2023	Onsite registration 07:30 – 19:00 Exhibition 10:00 – 18:00
4 June 2023	Onsite registration 07:30 – 18:30 Exhibition 09:30 – 18:00
5 June 2023	Onsite registration 07:30 – 17:00 Exhibition 09:30 – 16:00 Dismantling 17:00 – 22:00
6 June 2023	Dismantling 08:00 – 20:00

4. IMPORTANT INFORMATION

Deliveries during the Congress

More information will follow.

Parking for vehicles, including those higher than 2 meters (trucks)¹

Stand-builders and exhibitors do not need to ask for a driver's pass to the SEC. Parking is located at the west entrance of the SEC. Vehicles will be directed to the nearest available car park. Contractors and exhibitors get free parking during the congress (day and night).

Waste disposal

Removal of waste (packing material, boxes, plastics, pallets, construction waste, carpet, etc.) is not included in the services to exhibitors.

Each exhibitor and each stand builder must take care of their waste removal.

It is mandatory to collect and dispose of all your material during the breakdown or dismantling of the event. When dismantling is over, each exhibitor loses any right to claim for losses or damages to property left behind.

Any costs incurred by the venue in removing this property will be charged to the exhibitor.

ESAIC reserves the right to charge any extra cost resulting in cleaning and removing waste to the concerned exhibitor or stand builder.

Fraudulent websites

There is an increasing number of fraudulent websites that impersonate Euroanaesthesia.

We would like to alert all our partners and exhibitors to be aware of possible scams and to strongly advise that anyone attending Euroanaesthesia should use only the official Euroanaesthesia 2023, accessible via <https://euroanaesthesia.org/2023/>

Pharmaceutical companies: compliance with the ABPI

The pharmaceutical industry in the United Kingdom is committed to benefiting patients by operating professionally, ethically, and transparently to ensure the appropriate use of medicines and support the provision of high-quality healthcare.

Each company wishing to participate in Euroanaesthesia is responsible for verifying if it falls under the [ABPI Code of Practice](#).

¹ Check more information on how to get to the SEC on <https://www.sec.co.uk/visitor-information/how-to-get-here>

5. CONGRESS VENUE & FLOORPLAN

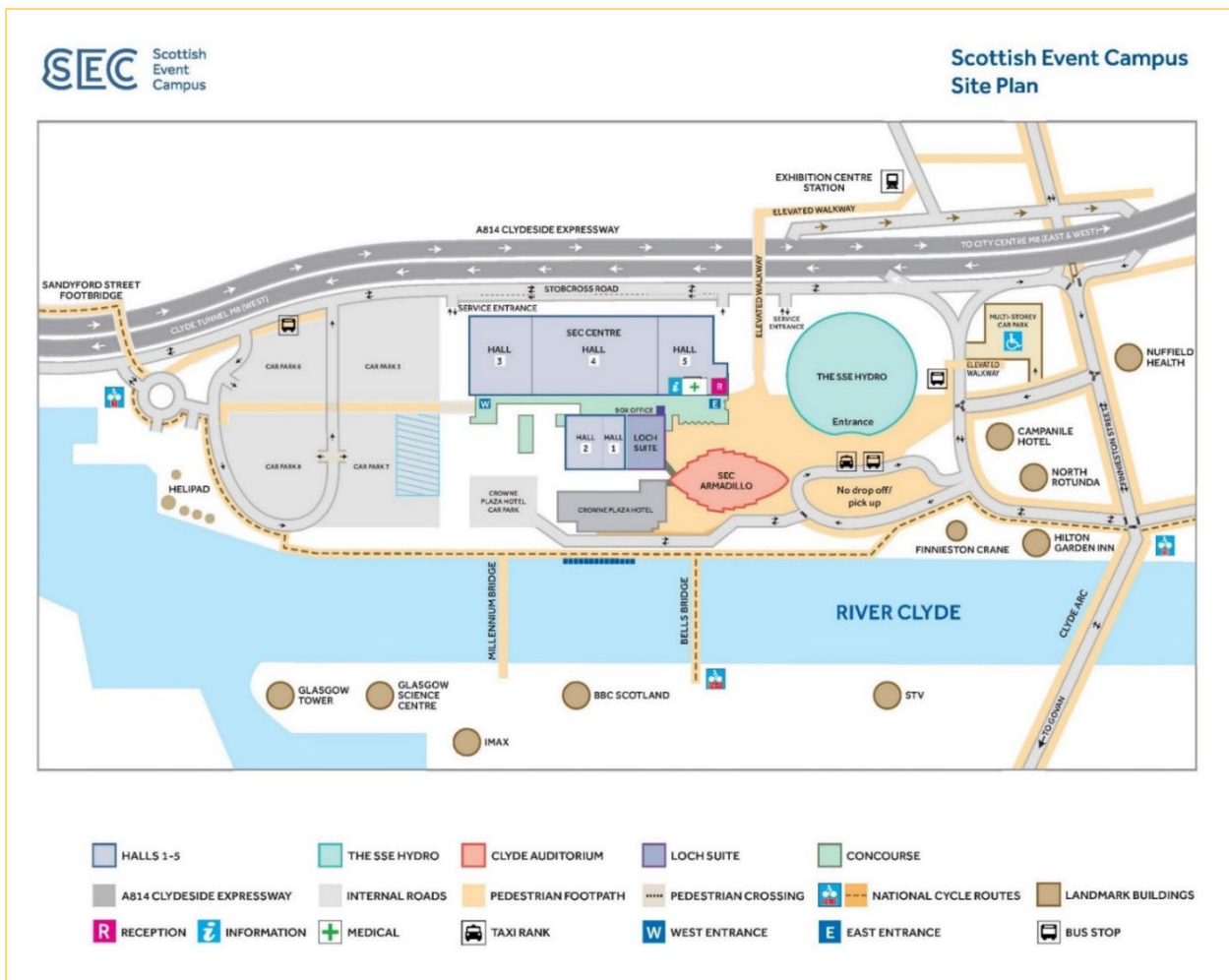
For more information about venue accessibility, please visit [the SEC website](#).

The exhibition will take place in Hall 4 of the SEC centre. The following areas will be used for EA23:

- Sec Centre
 - Hall 1
 - Hall 2
 - Hall 4
 - Hall 5
 - Loch Suite
 - SEC Meeting Academy

- SEC Armadillo

For more detailed floorplans, please visit the [SEC website](#).



6. INDUSTRY EXHIBITION

The industry exhibition is designed to allow all sizes of companies with interests in the field of anaesthesia, intensive care, CREM and pain to present their services and products to exchange with ESAIC delegates and potential customers from all over the world.

As an exhibitor, you can book a traditional onsite booth with either:

- A shell scheme (already-built structure)
- A raw space, in which case you need to involve a stand-builder/designer to design, create and build your booth

Shell-scheme stand²

A shell-scheme booth is an already-built structure set up and dismantled by the official stand constructor. The minimum possible booth size is 9 sqm.

Shell scheme package
<ul style="list-style-type: none"> • 1 low or high table • 3 low or high chairs • 1 dustbin • Disposable carpet (blue) • Fascia board • 1 spotlight per 3sqm • 1 twin socket outlet • Power supply 1.0kW • Power consumption • Booth cleaning (= floor vacuuming and bin emptying only) prior to the exhibition opening and every congress day. Extra cleaning can be ordered from the SEC3. • Company logo and link on the EA23 app • Company logo and link on the EA23 website • Exhibitor badge - 5 per 9sqm
<p>Additional items can be ordered via the Full Circle webshop until 3 May 2023. Each exhibitor will receive a unique username and password from Full Circle to log onto the portal.</p>

Fees

<i>Standard shell scheme (1 side open)</i>	<i>600€ excl. VAT/sqm</i>
<i>Corner shell scheme (2 sides open)</i>	<i>615€ excl. VAT/sqm</i>
<i>Peninsula shell scheme (3 sides open)</i>	<i>630€ excl. VAT/sqm</i>

² Technical details of the shell-scheme structures (specifications, Do's and Don'ts, etc.) can be found in the Annex "Shell Scheme brochure" at the end of this manual.

³ Form will be available on EA23 website as of February 2023

Raw space stand

A raw space **does not** include any already-built structure, furniture, electricity, or other technical supplies or facilities. Your stand must be made from scratch by the stand builder/designer of your choice.

Set-up, installation and dismantling of the booth is the exhibitor's responsibility.

Raw space package

- Company logo and link on the EA23 app
- Company logo and link to the EA23 website
- Exhibitor badges – 5 per 9sqm

Electricity can be ordered via the Full Circle webshop until 3 May 2023. Each exhibitor will receive a unique username and password from Full Circle to log onto the portal.

General services such as rigging, water supplies, compressed air, and telecoms can be ordered via SEC order forms by the mentioned deadlines.

Fees

<i>Standard raw space (1 side open)</i>	<i>425€ excl. VAT/sqm</i>
<i>Corner raw space (2 sides open)</i>	<i>510€ excl. VAT/sqm</i>
<i>Peninsula raw space (3 sides open)</i>	<i>525€ excl. VAT/sqm</i>
<i>Island raw space (4 sides open)</i>	<i>540€ excl. VAT/sqm</i>

Guidelines for the design of a raw space booth

Please refer to the "Design of onsite raw stand" section in our Guidelines and to the e-guides for stand building and electrical installations at the end of this manual.

Start-up hub

Start-up companies can take part in the Congress at a reduced fee with a space in the start-up hub, located in the exhibition near the ESAIC booth. Eligible companies are maximum of 5 years old and have a maximum of 30 employees.

Start-up booth package

- 6m² space
- Printed back wall
- Spotlight
- Carpet
- 1 high table
- 2 stools
- 1 plug
- 3 exhibitor badges

Additional items can be ordered via the Full Circle webshop until 3 May 2023. Each exhibitor will receive a unique username and password from Full Circle to log onto the portal.

Fee

<i>Start-up booth</i>	<i>2.000€ excl. VAT</i>
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How to place my order for a booth?

Your order must be placed on the [EA23 website](#).

Allocation of floor space

- The ESAIC assigns floor space on a first come first served basis. Once the ESAIC Team receives your Order Form, the ESAIC Team will confirm the space allocated to you.
- The ESAIC is responsible for allocating floor space. Every effort is made to allocate space based on the preferences you indicated in the Order Form.
- The ESAIC reserves the right to reallocate stand space should unforeseen circumstances render this necessary.
- The ESAIC reserves the right to add, select, exchange, reassign and remove the exhibitors' booths if necessary.

7. INDUSTRY SESSIONS

Industry Symposium

Organising an Industry Symposium allows you to communicate scientific material to Euroanaesthesia delegates to enhance their knowledge on a specific topic.

There are 7 rooms available onsite to organise an Industry Symposium. The room setup is in theatre style and cannot be modified, but minor adaptations are possible. For specific requests, please get in touch with aude.quivy@esaic.org.

Industry Symposium package

- Stage with a head table, 5 chairs, 2 top table microphones and 1 preview monitor
- 1 projector and 1 screen
- 1 speaker's lectern and 1 microphone
- Lectern laptop (connected to central slide management system)
- Basic PA System
- Q&A microphones
- Question and answers additionally available through Slido
- Technical equipment to livestream and/or record your session

For any extra audio-visual please get in touch with aude.quivy@esaic.org.
All extra costs will be invoiced directly to the organiser by SEC

Fees

<i>Industry symposium - small room (250 to 350 pax)</i>	<i>26.500€ excl. VAT</i>
<i>Industry symposium - big room (400 to 650 pax)</i>	<i>30.000€ excl. VAT</i>

Options

<i>Rehearsal (extra costs for hardware will apply if something is needed)</i>	<i>450€ excl. VAT</i>
<i>Pre-registration</i>	<i>included</i>
<i>Livestreaming</i>	<i>included</i>
<i>On-demand</i>	<i>included</i>

Timing

Industry Symposia traditionally take place during lunch breaks, 15 min after the Scientific Programme stops, and last 60 minutes (Q&A and polling included). The Scientific Programme will resume 15 min after Industry Symposia are over. Organisers can also hold their symposia in the morning (except on Saturday) and in the evening days of the Congress.

	Saturday 3 June	Sunday 4 June	Monday 5 June
Morning	NA	07:00 – 08:00	07:15 – 08:15
Lunch	12:15 – 13:15	12:15 – 13:15	12:30 – 13:30
Evening	18:45 – 19:45	18:15 – 19:15	16:30 – 17:30

Lunch boxes

Place your lunch boxes order to the SEC Food catering agency before 5 May 2023 via nyree.marsh@sec.co.uk - SEC Food will invoice you directly. If any issues or specific please get in touch with aude.quivy@esaic.org

Rehearsal

Rehearsing your symposium is possible on the evening prior, once the Scientific Programme is over and upon request. Please address your request by email to aude.quivy@esaic.org.

Pre-registration

Your symposium can be displayed in the ESAIC registration system for interested delegates to pre-register⁴. You will receive in advance the leads of delegates willing to join your session and who agree to share their data with the Industry (first name, last name, email address, title, professional city, professional country and professional organisation).

New option for live streaming industry symposia

Industry Symposia can be live-streamed (included in the package) and accessible to ALL EA23 registered delegates. Organising companies can now share the link of their live symposium channel with their database at no additional cost. This means non-registered delegates can follow the session live and thus enlarge the online audience. The only requirement is to create a MyESAIC account.

The link to the session will be shared in advance so that companies can send targeted communications promoting their session. Communications must state that the session is happening in the frame of Euroanaesthesia 2023 in Glasgow, organised by the European Society of Anesthesiology and Intensive Care.

On-demand

Your symposium can be available on-demand. The replay will be available to registered delegates on the EA23 Congress platform. When the platform closes, your symposium will be migrated to the ESAIC Library and accessible to everyone with a MyEsaic account up to two years after the congress. Please the sponsor's responsibility is to align with compliance regulations when delivering content for an online industry symposium.

Statistics and lead retrievals

All symposium organisers receive general statistics (number of viewers, average view time, country distribution, gender, age, nationality) and details of participants who agree to share their data with Industry (first name, last name, email, title, professional city, professional country, professional organisation) for the live stream and on-demand versions of their symposium.

To capture delegates' data onsite, lead retrievals can be ordered via Key4events.

→ See further details in the "General information on Industry sessions" section.

⁴ Delegates can still participate in your Symposium without pre-registration

Industry Meet The Expert session

Organising a Meet the Expert session allows you to gather delegates to meet one medical expert of your choice. Meet The Expert sessions are more intimate with a small audience and focus on interaction. These sessions are not live-streamed nor recorded.

Meet The Expert session package
<ul style="list-style-type: none"> • Set up in cabaret style (fixed) • Basic PA System, projector and screen (wall projection) • 1 speaker's lectern and 1 microphone
<p>For any extra audio-visual equipment, please contact aude.quivy@esaic.org All extra costs will be invoiced directly to the organiser by SEC</p>

Fee

<i>Industry Meet The Expert session</i>	<i>10.000€ excl. VAT</i>
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Timing

Meet The Expert sessions last 30 minutes and can occur in the evening or parallel to our Scientific Programme.

	Saturday 3 June	Sunday 4 June	Monday 5 June
ESAIC Expo room (50 pax cabaret)	18:00- 18:30	18:15-18:45	NA
Carron 2 room (36 pax cabaret)	10:45-11:15	08:30-09:00	08:30-09:00
	12:45-13:15	09:30-10:00	09:30-10:00
	14:45-15:15	10:30-11:00	10:30-11:00
	16:45-17:15	11:30-12:00	11:30-12:00
	17:45-18:15	12:30-13:00	12:30-13:00
	18:45-19:15	13:30-14:00	13:30-14:00
		14:30-15:00	14:30-15:00
		15:30-16:00	15:30-16:00
		16:30-17:30	
		18:00-18:30	

Industry Workshop

Industry workshops provide participants with the opportunity to learn about innovations and solutions in clinical science and education in an interactive and collaborative setting.

Industry Workshops cannot have the same topic as an ESAIC Workshop.

The organising company must organise setup, dismantling, furniture, and AV rental.

As the workshop room has to be constructed in the exhibition, we require a minimum of 2 workshop bookings by 28 February 2023.

Fee

<i>Industry Workshop</i>	<i>15.000€ excl. VAT</i>
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→ See further details in the "General information on Industry sessions" section.

General information on Industry sessions

How to place my order for an Industry Session?

Your order must be placed on the [EA23 website](#).

Programme

The full session programme must be submitted by 15 March 2023 at the latest via the [Industry session programme form](#) for approval by the ESAIC Scientific Committee Chairperson. ESAIC strives for gender equality in its programme; please also consider a gender balance when selecting your chair and speakers.

Credits

Industry sessions are not part of the scientific programme and are therefore not linked to the credits delivered to Congress by the official accreditation body EACCME. Attendees of industry sessions can claim no CME credits related to EA23.

Visibility of your Industry Session

Onsite and online promotion

The ESAIC will promote your session onsite through a Poster Wall (format A1) and online through a dedicated "Industry Programme" page on the Euroanaesthesia website and app with an advertisement created by your team.

Please send your A1 Poster advertisement to aude.quivy@esaic.org by 31 March 2023, respecting the below specifications:

- 2 PDF files:
 - 1 with crop marks for printing, in CMYK
 - 1 without crop marks screens, in RGB
- A1 portrait (594mm x 841mm)
- High definition (300DPI)
- 1/1 size
- Text outlined
- The EA23 logo or the ESAIC partner logo (if applicable) can be used. Using the ESAIC logo is strictly forbidden

Communication sent by the ESAIC to all delegates

The ESAIC will send all registered delegates one general e-blast dedicated to Industry sessions. Therefore, the ESAIC Team must receive your Industry Symposium poster on time (see above section).

Pull-up banners

Industry Symposium organisers may produce pull-up banners at their own cost to be placed in front of the session room on the day of their session. The banner can **only** be displayed for the timeslot of the session in front of the room.

Badges for Industry speakers and chairs

Industry chairs and speakers who are not registered to the congress will receive a complimentary delegate badge for the day of their presentation. Please note that this badge is nominative.

Speakers' consent

The company is responsible for asking their speakers' approval to be filmed and then displayed on the different ESAIC platforms. If they disagree, it is the company's responsibility to inform the ESAIC.

When and where should Industry speakers submit their presentations?

Industry speakers must submit their presentation to the Faculty Lounge (Room M1) at least 3 hours before the session starts.

Industry speakers' reimbursement/compensation policy

As per the ESAIC's internal guidelines, as a general rule, speakers who are also involved in sessions organised by Industry should not claim travel and accommodation costs to ESAIC. Therefore, the company organising an Industry Symposium covers their travel and accommodation expenses.

We would like to draw your attention to the fact that the ESAIC, as an international non-profit association, does not reimburse nor cover the full expenses of its speakers for the Euroanaesthesia congress but merely offers them compensation up to a certain amount.

Special requests will be handled on a case-by-case basis.

8. CONGRESS ACTIVITIES SPONSORSHIP

Serious Games⁵

The Serious Games are an engaging learning method intended to drift participants away from passive learning through action, decision-making and team play to achieve learning goals. The cases selected in the games represent everyday emergency situations and are targeted to all levels of participants (residents and attendings). The learning goals include crisis resource management focusing on teamwork and building a structured management plan based on knowledge and guidelines.

The Serious Games are set up as gaming strategy built around 3 stages: patient assessment, crisis management and management debates.

The programme will include 6 Serious Games sessions on 3 different topics:

- 2 in Obstetric Anaesthesiology (including bleeding)
- 2 in Paediatric Anaesthesiology
- 2 new sessions in Ventilation to increase the appeal to ICU learners

Serious Games sponsorship package

- Opportunities for active involvement and collaboration with faculty and organisers in finetuning the organisation of case scenarios
- Sponsor logo on the Serious Games room
- Sponsor logo with link in the ESAIC eblasts promoting the Serious Games
- Sponsor logo and link on the Serious Games page of the Euroanaesthesia website
- Leads of participants who agree to share their data with the Industry
- Presence of sponsor representative(s) allowed during the sessions (max 2)
- Possibility to showcase sponsor's equipment in line with the programme (to be discussed with organisers)

Fee

<i>Sponsorship of the Serious Games</i>	<i>15.000€ excl. VAT</i>
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Timing and attendance capacity

Serious Games run during the whole congress in the exhibition hall. Each of the 6 Serious Games sessions lasts 2 hours and can welcome up to 20 participants.

How to place my order for sponsoring the Serious Games?

Your order must be placed on the [EA23 website](#).

⁵ More information about Serious Games will be published on the [EA23 website](#)

ESAIC Workshops⁶

The ESAIC organises a series of workshops on specific topics dedicated to a smaller group of persons. These workshops provide the participants with the opportunity to learn about innovations in clinical science and education.

The ESAIC Workshops will showcase medical equipment to be used by participants to reproduce procedures demonstrated by the workshop's tutors.

Sponsored workshops will not be submitted for EACCME accreditation (unless otherwise agreed with the sponsoring company)

While accredited workshops can only be supported with an unrestricted educational grant offering limited visibility and involvement opportunities to the sponsors, non-accredited workshops allow more flexibility for increased collaboration between sponsors and organisers in the finetuning of the workshop organisation. Meeting between sponsors and organisers will be organised on milestones.

Companies can opt either for an exclusive sponsorship or a shared sponsorship with other company(ies)⁷.

ESAIC Workshop sponsorship package

- Opportunities for active involvement and collaboration with faculty and organisers in finetuning the organisation of the workshop
- Priority for equipment provision (if applicable)
- Sponsor logo on the Workshop room
- Sponsor logo with link in the ESAIC eblasts promoting the workshops
- Sponsor logo and link on the Sponsored ESAIC Workshops page of the Euroanaesthesia website
- Leads of participants who agree to share their data with the Industry
- Presence of sponsor representative(s) allowed during the sessions (max 2)
- Results of participants' survey about the workshop

ESAIC Workshop topics

- Ultrasound-guided regional anaesthesia workshops (6 sessions)
- Thoracic pain management
- EEG Bootcamp for Anaesthesiology
- Management of delirium, pain, agitation and sedation
- Viscoelastic testing

⁶ More information about the ESAIC Workshops will be published on the [EA23 website](#)

⁷ Companies choosing for exclusive sponsorship should make sure to provide sufficient equipment. In case the organisers don't have sufficient equipment from the exclusive sponsor, they can use equipment from other companies.

Additional information on the ESAIC Workshops

For more information about the workshops or any question, please contact Aude Quivy by email (aude.quivy@esaic.org).

Fee

<i>Sponsorship per ESAIC Workshop</i>	<i>15.000€ excl. VAT</i>
<i>Exclusive sponsorship per ESAIC Workshop</i>	<i>30.000€ excl. VAT</i>

How to place my order for sponsoring an ESAIC Workshop?

Your order must be placed on the [EA23 website](#).

Simulation (SimLab) workshop

Elaborated by experts in simulation, the SimLab programme includes a series of workshops covering a wide range of topics and using either high-fidelity or procedural simulation training, allowing participants to manage challenging clinical scenarios, practice both technical and non-technical skills and work on specific procedures using a large variety of devices.

SimLab workshop sponsorship package

- Opportunities for active involvement and collaboration with faculty and organisers in finetuning the organisation of case scenarios.
- Sponsor logo on the Simlab room
- Sponsor logo with link in the ESAIC eblasts promoting the Simlab
- Sponsor logo and link on the Simlab page of the Euroanaesthesia website
- Leads of participants who agree to share their data with the Industry
- Presence of sponsor representative(s) allowed during the sessions (max 2)

Timing and attendance capacity

SimLab sessions run during the whole congress in a visible location near the exhibition hall. One room, dedicated to procedural simulation, will accommodate up to 10 sessions, while 1 (or 2) other room(s) will be fully dedicated to High-Fidelity training (between 10 and 20 sessions). Depending on the final set-up, simulation sessions will be open to a total of 300 to 400 participants.

Fee

<i>Sponsorship of the SimLab workshop</i>	<i>20.000€ excl. VAT</i>
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How to place my order for sponsoring the SimLab?

Please contact Aude Quivy by email (aude.quivy@esaic.org) to receive further information.

9. SPONSORSHIP OPPORTUNITIES

The sponsoring company provides sponsored items; however, if preferred, ESAIC can order the materials for which additional costs will need to be paid by the sponsors.

Seating area

9.000€ excl. VAT

- The seating area is located in a high-traffic zone between registration, workshop rooms and Exhibition
- It provides the service for charging mobile devices.
- You can give visibility to your company through the branding opportunities at furniture and advertising wall (and choose your own carpet colour to reflect your corporate colours)

e-Poster hubs

7.500€ excl. VAT

- This year, up to 10 parallel e-poster hubs are spread out within the exhibition hall.
- Posters presentations take place during the whole congress.
- Your branding will be visible on the e-Poster presentation terminals, poster info desk, and mini terminals for individual review.

Disposable cups

4.500€ excl. VAT

Complimentary drink refreshments are served during breaks at strategic spots in the Exhibition hall and bring high traffic in these areas.

Water Dispensers

3.000€ excl. VAT

Branded water dispensers are placed in strategic areas of the Exhibition hall and guarantee your company's excellent visibility for the whole duration of the congress.

Reusable drink bottles

5.000€ excl. VAT

ESAIC works towards a sustainable Congress. The bottles will be distributed to the delegates from a dedicated spot, branded by ESAIC and the sponsor, or if preferred by the sponsor, directly at their booth. Sponsor a reusable bottle with your logo for delegates to use during the Congress and beyond!

Fellowship

Upon request

- The fellowship is a unique way for (trainees and recently certified) anaesthesiologists to attend the Euroanaesthesia congress.
- The sponsor can choose to link the fellowship to a scientific event organised by ESAIC, such as workshops, abstracts (linked to a speciality) etc.
- The ESAIC will select the winners based on criteria suggested by the industry (e.g. young doctors from Eastern Europe, etc.).
- The winners can receive complimentary Congress registration, a 2-year ESAIC membership and, if linked to a workshop, complimentary registration to the workshop (benefits to be agreed with the sponsor).
- If linked to a workshop, the sponsor will receive an invitation to attend the workshop and meet with the fellows.
- ESAIC invites the winners to visit the booth of the sponsor.
- The sponsor will receive the data from the winners who agreed to share their data.
- The Fellowship sponsorship is supported with an unrestricted grant.
- Please contact Aude Quivy by email (aude.quivy@esaic.org) to discuss the options.

10. DIGITAL ADVERTISING OPPORTUNITIES

Euroanaesthesia app

22.000€ excl. VAT

- Gain visibility by displaying your logo and your banner on the official Euroanaesthesia mobile phone application.
- Your logo or your banner is displayed for 5 seconds every time a user opens the app⁸.
- One push notification to advertise your activities at Euroanaesthesia is included

Push notification via the app

1.000€ excl. VAT

- Gain more visibility for your activities at Euroanaesthesia with push notifications appearing on every attendee's phone application.
- This item is limited to 7 industry companies, with a maximum of 2 push notifications per organising company.
- Timing is to be decided upon confirmation of the communication department.

Social media message

4.500€ excl. VAT

- The ESAIC has a community of approximately 50.000 persons, all channels included.
- Social media messages are shared on Facebook, LinkedIn, and Twitter before the congress.
- Social media messages are limited to 2 posts on every channel (Facebook, LinkedIn, Twitter) per company.
- You can suggest a text. However, the Communication Department will decide on the exact wording to comply with the ESAIC communication guidelines. Timing is to be decided upon confirmation of the communication department.

Social media message package		
Facebook	LinkedIn	Twitter
1 post with link and hashtags <i>(unlimited number of characters)</i>	1 post with link and hashtag <i>(unlimited number of characters)</i>	1 post with link and hashtag <i>(280 characters max)</i>
1 picture <i>(1200 x 630 px)</i>	1 picture <i>(1200 x 630 px)</i>	1 picture <i>(1024 x 512 px)</i>

Digital banners on the EA23 platform

- You can book a full banner, rotating in alternance with other sponsors, or a static half banner
- The banner is displayed on the Industry Programme page of the EA23 platform.

⁸ At EA22 in Milan, the application was downloaded 2047 times.

Digital banners package	
Full banners	Half banners
1 picture with a link to any internal or external URL	1 picture with a link to any internal or external URL
Size for desktop: 1440px x 135px Size for mobile: 705px x 135px	Size for desktop and mobile: 705px x 135px
Format: PNG, JPG, GIF, SVG	Format: PNG, JPG, GIF, SVG
3.500€ excl. VAT	3.000€ excl. VAT

Personalised e-Blast

10.000€ excl. VAT

- The ESAIC will send one e-blast to all delegates registered to the Congress.
- The personalised e-blast is limited to 1 per company.
- Your e-blast must be related to your presence at Euroanaesthesia (activities, session survey).
- You can choose one of the 6 available dates on a first-come, first served basis.
- You will provide an HTML formatted document.
- You will receive the activity report of your personalised e-blast.

e-Blast banner

5.000€ excl. VAT

- 1 banner 2400px x 304px, landscape (150 : 19 ratio) is placed on top of the ESAIC e-blast dedicated to our community of delegates.
- The e-blast schedule is available upon request to aude.quivy@esaic.org

Euroanaesthesia Newsletter article

5.000€ excl. VAT

- The Euroanaesthesia newsletter comes out each day of the congress and is sent to all Euroanaesthesia delegates and ESAIC Subscribers. You can place an ad as an article within a newsletter issue.

Promotional video clips during Session breaks

9.500€ excl. VAT

- Promote your products and/or services through a short video clip (max 20 seconds) shown during the session breaks.
- Your content will be rotating alongside the ESAIC and other sponsors' content during the 15 minutes break between sessions of both the onsite and the online programmes during the whole congress.
- This item is limited to 5 companies maximum.
- Format: 1920px x 768px (onsite) and 1920px x 768px (virtual)

Onsite advertising

The onsite advertising catalogue will be available at a later stage. It will be communicated to all exhibitors in a separate email.

How to place my order for sponsorship items, digital and onsite advertising?

Your order must be placed on the [EA23 website](#).

11. HOW TO HANDLE BADGES?

Exhibitor Badges included in your exhibition space

- A certain number of Exhibitor Badges is included in your booth package and depends on the size of your booth.

Booth sqm	Number of badges
9 sqm	5
10 – 20 sqm	10
21 – 30 sqm	15
31 – 40 sqm	20
41 – 50 sqm	25
51 – 60 sqm	30
> 60 sqm	35

- Exhibitor badges are mainly for the company's staff during the Euroanaesthesia Congress.
- Free exhibitor badges are only available to companies and organisations participating in Euroanaesthesia with an onsite booth (raw space or shell scheme).
- Exhibitors personnel must wear their nominative badges at all times inside the venue.
- Exhibitor Badges give access to the exhibition hall, general areas of the venue, refreshments during the coffee breaks, and Opening Ceremony but not to the Euroanaesthesia Scientific Programme onsite.
- Exhibitor Badges give complimentary access to the online Euroanaesthesia Congress platform.
- People with exhibitor badges cannot evaluate sessions of the Scientific programme and, therefore cannot receive CME credits for their participation in Euroanaesthesia.

How and where do I manage my badges?

- Exhibitor Badges are handled by you via the dedicated Badges platform, managed by our provider, Key4events.
- Login information will be emailed to the contact person (one person per company) indicated in the online Stand Order Form on 19 April 2023.
- The number of Exhibitor Badges you are entitled to will already be set up on your account.
- On the Badges platform, you will also have the opportunity to purchase:
 - Additional exhibitor badges
 - Advanced exhibitor badges, which give access to the Scientific programme sessions (except workshops) but do not allow to claim CMEs.

Fee

<i>Additional exhibitor badge</i>	<i>95€ incl. VAT</i>
<i>Advanced exhibitor badge</i>	<i>370€ incl. VAT</i>

Schedule to manage your badges on the Badges platform

Event	Date	Time
The Badges platform is open. Exhibitors receive via email their login details to the platform. They can allocate the badges to the persons of their choice and purchase additional badges if needed.	19 April 2023	12:00 CET
The Badges platform is closed. Exhibitors are informed by email. Exhibitors cannot make any changes to their already allocated badges, nor add new persons, or purchase additional badges.	21 May 2023	23:59 CET
Exhibitors receive by email a letter indicating the process to receive the confirmation letter with barcodes for each of their attendees	22 May 2023	23:59 CET

- Exhibitor badges will not be sent in advance. They need to be printed onsite in the Registration Area as of Friday, the 2 June 2023, from 07:30.

Important information about badges

Delegate badges

- Delegate badges can be purchased by individual delegates who want to participate in the Congress Scientific programme and follow all the different sessions. Delegates badges allow individual delegates to claim CME credits.
- Individuals who wish to purchase a Delegate badge can do so via a [MyEsaic account](#).
- Without a MyEsaic account, Delegate badges cannot be purchased.

Group registrations

- If you need to handle a group registration, you can do so by contacting our registration team via groups@registration.org.
- Please note that the Events and Industry Team cannot handle group registrations.
- You have until 21 May 2023 to submit your group registrations by email.

12. EUROANAESTHESIA 2023 Guidelines

Code of Practice between Euroanaesthesia and Commercial Organisations

Euroanaesthesia is an important international event with thousands of participants. It is a venue for the presentation and exchange of up-to-date scientific data and brings together specialists from many countries. It is also an opportunity for commercial companies involved in healthcare to meet with practitioners and specialists in the field. Without the support of pharmaceutical and medical equipment companies the annual meeting would not be possible in the present form. The contribution from companies is therefore welcomed by ESAIC.

Healthcare is under public scrutiny. The relationship between science and commerce at these medical scientific meetings must be balanced and professionally managed. This responsibility lies equally with individual delegates, ESAIC as organiser, and the participating commercial organisations. ESAIC has adopted a "Code of Practice" for the commercial organisations participating at Euroanaesthesia. The commercial organisations who take part in meetings under the jurisdiction of the ESAIC should plan and conduct activities which will enhance the scientific objectives of the meeting. Commercial activities should not exceed what is deemed acceptable. The following guidelines represent the code of practice adopted by ESAIC and are applicable to commercial organisations participating at Euroanaesthesia meetings.

Priority of bookings

ESAIC Partners have priority choice for any order related to Euroanaesthesia until 20 November 2022 (according to their sponsorship status).

Exhibition Stands

The exhibition stand is an important opportunity for commercial organisations to meet doctors and present products. Exhibition stands should allow the company to show and display information relevant to both the company and its products, and other scientific information that the company may

choose to disseminate. Activities not related to the practice of medicine are not appropriate under this code of practice. The exhibition stands will be monitored by ESAIC.

General Requirements applicable to onsite stands

Please follow the rules and regulations concerning stand construction and dismantling. Please also refer to the congress centre's rules and regulations for exhibitors.

All exhibits must be confined to the spatial limits of their booth, as indicated on the floorplan, with no signs projecting past the walls of the stand.

Exhibitors are not allowed to block the view or hinder entrance to neighbouring stands.

No obstruction of the gangways and aisles shall be permitted.

Equipment to be shown or demonstrated must be placed in the exhibit space contracted in order to ensure that the visitor viewing the equipment will be in the booth and not impeding aisle traffic. All products and services must be safe and have the approval of the appropriate authorities. If you bring your own carpet or any cloth material on the booth, a written fireproof certificate must be presented onsite upon request of the organiser.

Design of onsite raw stand

The maximum building height is 6 meters from the exhibition raw floor.

The top of the banner cannot be higher than 6 meters.

There are no height restrictions for trusses and suspensions (according to total height of the hall).

Exposed sides and backwalls can be branded in case of an island stand or only if facing the aisle.

All open sides should be accessible so that at least 70% per side is open on the perimeter. It is therefore not allowed to build walls or similar which cover the entire sides of the stand.

Exposed sides and backwalls should be finished off in white on the outside and without visible technical

materials (and without any branding if you have a neighbouring stand).

All peninsula, corner and standard stands must be separated from the neighbouring stand by means of a separation wall. This separation cannot exceed 2.5 meters height, must be well finished on all sides, without visible technical material. Permission to build over 2.5 meters must be requested by email to aude.quivy@esaic.org.

The ESAIC reserves the right to refuse any designs or request amendments to designs, which are not according to the stand concept descriptions, or which have a detrimental effect to neighboring exhibitors or the overall look of the exhibition.

Special care must be taken to avoid lights or spotlights that are annoying visitors or neighboring stands.

Every exhibitor must submit construction plans, including rigging and trusses projects, to aude.quivy@esaic.org by 19 April 2023 for approval by ESAIC:

- a SCALED top view drawing
- a SCALED side view drawing
- a three-dimensional drawing (or photograph) indicating the various heights and the open/transparent spaces will, in principle, be sufficient. If special construction is planned (information towers, moving parts, etc.) additional information will have to be submitted.

The plans must clearly indicate the planned layout, dimensions, equipment and furnishing of the stand, including signage and visuals as well as the location of power outlets, electricity cables, moving parts, details of raised floors, water as well as telephone and ventilation installations.

Safety Inspection

As the organiser, ESAIC will hire a civil engineer for safety inspection during build-up. If any issues are identified during build-up, the concerned exhibitor will be contacted.

Assignment of Space

ESAIC Partners have priority choice for booth space until 20 November 2022 (according to their sponsorship status). Bookings received by ESAIC

after this deadline will be dealt with on a first-come first served basis.

ESAIC is responsible for allocating floor space. Every effort will be made to allocate stand space based on your preferences; however, the organisers reserve the right to reallocate stand space should unforeseen circumstances render this necessary. ESAIC also reserves the right to add, select, exchange, reassign and/or remove booths if necessary.

Taxes and duties-conditions

The exhibitors must pay all taxes and duties they might owe resulting from their taking part in the exhibition.

Fire regulations

Stand material and fittings must be of non-flammable materials or impregnated with fire-retardant chemicals. As a general rule, easily inflammable synthetic substances, foam polyester, and non-fireproof straw and reeds are prohibited.

Inventory of fixtures/damages

Exhibitors are requested to leave the exhibition hall in the same condition they received it. Repair of occasional damage caused by carelessness or requirements of stand assembly, as well as cost derived from such assembly, are the sole responsibility of Exhibitors.

Exhibitors are responsible for any damage or harm caused by their structures, equipment or articles to be exhibited, or activities in their stand, as well as action of the subcontracted firms, when these firms damage visitors or other Exhibitors. Any repairs of damage will be invoiced to the exhibitor.

Emergency exits

Escape routes and emergency exits (indoors and outdoors) should be kept free of any obstruction and be kept in full view at all times.

Fire safety signs, emergency alarm buttons, emergency exits or exit signs should not be covered by any products/company signs, decorations or stand roofs.

Product Disclaimer

Exhibition of a product or service does not constitute an endorsement by the ESAIC.

Promotional activities, use of microphones or PA systems on stands

Exhibitors may not make noise that could be heard outside the exhibitors' assigned space and disturb attendees or other exhibitors. ESAIC reserves the right to require exhibitors to discontinue any activity that ESAIC deems annoying or disruptive to others. Live presentations or product launches at the stand are not permitted without prior approval from ESAIC.

All demonstrations or promotional activities must be confined to the limits of the exhibition stand. Sound equipment must be regulated and directed into the stand so that it does not disturb neighboring exhibitors. The Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise or music that is deemed objectionable.

Sustainability

ESAIC is seriously taking measures to lower as much as possible the impact of the event on the environment and climate. As an exhibitor, we urge you to keep this in mind and actively work for the environment as you plan your participation at Euroanaesthesia 2023. This year, there will be no table display, bag inserts, or bags at Euroanaesthesia. Therefore, we strongly encourage exhibitors to consider digital advertising opportunities. If a digital alternative is not an option for some reason, then ESAIC allows the use of recycled paper in limited quantities.

Give-Aways, sales and Distribution of Printed Materials

Give-aways and printed material may be distributed only in the space reserved for the exhibitor in the exhibition hall, in hospitality suites, or at sessions organised by industry (eg. lunch symposia). Materials may not be distributed in any hotel reserved by ESAIC for the congress delegates unless it is done in cooperation with ESAIC and the local hotel agency. Companies may only offer gifts, preferably of educational or scientific value, with a maximum value of €20. Only gifts related to the Healthcare Professional's practice, benefit patients

or serve a genuine educational function can be offered with a value higher than €20 and equal to or lower than €120. Gifts must not be given in the form of cash. Product identification is permitted on giveaways. Exhibitors are invited not to give away items that are similar to officially sponsored items. No direct sales are allowed.

Lotteries

Contests such as lotteries and raffles are subject to the code of conduct for healthcare industry regarding promotional activities and must be submitted to the ESAIC for prior approval. The prize should be useful to the delegates for medical professional use. No pictures or brand names are allowed to promote your raffle and/or lottery.

Exhibitors' Participation in Euroanaesthesia

Registered exhibitors cannot attend Euroanaesthesia scientific sessions onsite. Exhibitors who wish to attend any scientific session must apply and pay for delegate registration at a reduced fee. Onsite exhibitors will receive a complimentary online access.

Poster Hanging, Banners etc.

Hanging of posters, banners or decals, stickers or similar things, on the walls, floors, ceilings or columns within or outside the installations of the Congress Centre is not allowed without prior written authorization and approval by ESAIC.

Public Relations

Press Conferences organised by commercial organisations participating at Euroanaesthesia meetings may not be organised during times of the official scientific programme, and not in the congress centre without prior approval. These times include the time for abstract viewing and the annual meeting of the General Assembly. No press activities may be organised during the opening ceremony.

Publicity and Advertising

The Euroanaesthesia meeting logo is only used in official congress publications, at events, or in publications officially organised, or approved, by ESAIC. The congress logo may, however be used on

invitations for official sponsored sessions held at the congress centre. Otherwise, use of the ESAIC name and/or logo and/or the Euroanaesthesia meeting logo in any fashion, by any commercial entity, or for any purpose, is not allowed without prior written permission from ESAIC. This also applies to any publication made after the congress.

Symposia, workshop, meet the expert sessions

It is strictly forbidden to hold satellite symposia, meet the expert sessions, workshops, or other formal gatherings in venues in Glasgow other than in the congress centre between 3 to 5 June 2023.

It is forbidden to organize symposia, workshops or meet the expert sessions outside of the scope of sponsorship opportunities offered by ESAIC, unless approved by ESAIC.

Organising Industry Sessions (Symposium, Workshop, Meet the Expert)

Industry sessions must be organised at the congress centre or online at times offered in the Exhibitor Manual. Companies organising an industry session outside the congress centre during the duration of Euroanaesthesia will be banned from participation at the two following Euroanaesthesia Congresses. The ESAIC shall not cover the costs arising from the audio-visual extras, different set-up, rehearsal; invitations, travel, accommodation or registration fees for any party concerned; or any such cost as yet undetermined.

Submitting Industry Session Programme (Symposium, Workshop, Meet the Expert)

The full programme must be submitted to the chairperson of the Scientific Committee for approval. ESAIC strives for gender equality in its programme; please also consider a gender balance within your speakers. The final structure of the industry session must be submitted to the ESAIC by 15 March 2023 via the dedicated form.

Advertising Industry Sessions

All symposia, workshop and meet the expert adverts should focus on the content of the event and needs to be submitted by 31 March 2023. Advertisement for your event is included in the fee and described on the relevant pages of the exhibitor manual.

Absolutely NO material inducement or publication of a reward may be offered to attend the session. Delegates may be sent dedicated communications inviting them to attend but there should be no reward for attending.

Guidelines for social events

The social programme is an important part of Euroanaesthesia. Participants from different countries welcome the opportunity to socialise outside the scientific programme. Participating commercial organisations are reminded that social events must not be arranged for delegates during the scientific programme (including the industry symposia & workshops) or the Opening Ceremony.

Transport to social events may not leave from the congress centre during the official programme.

Lead retrievals and Privacy

Lead retrievals will generate lists of delegates who agreed to have their badge scanned or who agree to share their data via their MyESAIC account. Exhibitors wishing to obtain data from lead retrievals should contact Key4Events and the ESAIC as set out in the 'important contacts' page. The exhibitor and ESAIC agree to respect the applicable legislation concerning the processing of personal data and, in particular, the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 applicable as from 25 May 2018 (GDPR). Data can only be used within 6 months from the moment it is shared with industry by ESAIC.

13. EUROANAESTHESIA 2023 Terms & Conditions

1. Terms of Reference

In these Terms and Conditions, the following definitions shall apply:

1.1. "Contract" shall mean the contract established between the exhibitor, sponsor, and/or advertiser, and the organiser upon the exhibitor, sponsor and/or advertiser accepting the offer of the organiser to participate, upon these terms and conditions, in the event.

1.2. "Event" shall mean the 2023 Euroanaesthesia congress and exhibition held at the Scottish Event Campus (SEC) in Glasgow, Scotland, and online from 3 to 5 June 2023.

1.3. "Exhibition" shall mean the onsite exhibition at the SEC.

1.4. "Exhibition Centre" shall mean the SEC, Glasgow, Scotland.

1.5. "Exhibition space" shall mean any physical space in the exhibition licensed to the exhibitor by the organiser for the purpose of the exhibition and shall include, for the physical part, shell (ready stand) scheme and non-shell (raw) spaces.

1.6. "Participant" shall include exhibitors, sponsors and advertisers, the person being described as such in the application form and all employees and agents of such person and shall, if applicable, also include permitted sub-licensees of the exhibitor.

1.7. "Exhibitor Manual", ergo the present document, shall mean the manual supplied by the organiser to the participant, which contains information relating to the exhibition and the exhibition space.

1.8. "Fees" shall mean the amount payable for the ordered exhibition space, Symposium, Workshop, Meet the expert session and all sponsorship opportunities listed in this Exhibitor Manual.

1.9. "Organiser" shall mean ESAIC (European Society of Anaesthesiology and Intensive Care).

2. Eligibility for Conditions of Participation

2.1. The organiser has absolute discretion in the admission of participants and reserves the right to decline any application without giving any reason.

2.2. The participant shall, to the extent appropriate, observe and comply, without prejudice, with the rules and regulations of the exhibition centre. Certain of the provisions therein are summarised, for exhibitor's reference, but they shall not, under any circumstances, be construed as limiting the obligations of the exhibitor to observe and comply with all applicable rules and regulations of the exhibition centre.

3. Application for Participation

All applications for participation shall be made on the prescribed order form. The order form shall be submitted to the organiser followed by the payment as stated in Terms of Payment and Cancellation Policy.

4. Exhibition Space Licensing and Allocation

4.1. Exhibition space is licensed to the Exhibitor for trade promotion purpose only for the duration of the exhibition. The exhibitor is not allowed to sub-license the exhibition space allocated to it, neither as a whole nor in part, without the prior written consent of the organiser. The exhibitor shall ensure that any such authorised sub-license comply with these rules and regulations and shall be responsible for any default of such sub-license.

4.2. The organiser has absolute discretion in allotting space in the exhibition and the location of raw space and ready stands.

ESAIC Partners have priority to choose booth space until 20 November 2022 according to their sponsorship status. Bookings received by ESAIC after this deadline will be handled on a "first-come first served" basis.

4.3. Ready stands (shell scheme) are provided by the organiser's official contractor and are all erected according to a standard pattern. No variation of the standard carpeting, fascia and lettering will be permitted. Exhibits and displays should not exceed the height of the stand walls unless written permission has been received from the organiser.

4.4. Plans, drawings, and design proposals for raw spaces must be submitted to the organiser and the

exhibition centre for approval within the deadline given in the Exhibitor Manual.

4.5. Any exhibitor must comply with, and any of his stand design proposals conform to, the rules and regulations of the exhibition centre and those of any public authority or department of the local government. This also includes stand design proposals. The exhibitor is solely responsible for obtaining all consents, approvals, authorities, licenses, etc. that may be a requisite to participate in the exhibition.

5. Use of Exhibition Space and Safety

5.1. The exhibitor shall set-up the exhibition space according to the arrangements and within the time limits specified by the organiser.

5.2. The official contractors nominated for the exhibition must handle movements of exhibits in and out of the exhibition centre. No exhibit will be allowed into or out of the exhibition centre without any official delivery order or clearance document. The costs of transporting goods to and from the exhibition centre, receiving, storing, decorating, and removing its exhibits are to be borne entirely by the exhibitor.

5.3. No exhibitor may alter or in any way affect the structure or fixtures of the exhibition centre. Exhibitors will pay the cost of making any damage caused to the exhibition centre or fixture by themselves and/or their contractors or sub-contractors. The organiser reserves the right to refuse admittance to any visitor to the exhibition.

5.4. During the license period, the exhibitor shall be responsible for the good conduct of its employees, servants and agents, contractors and sub-contractors who shall be bound by and must observe these terms and conditions in all respects.

5.5. The physical exhibitor's stand must be manned by an authorised and competent representative of the exhibitor at all times during the exhibition. This representative must be fully conversant in English, with the products and services of the exhibitor and shall be duly authorised to negotiate and conclude contracts for the sale of the exhibitor's products and services. Public auctions shall not be permitted in the exhibition at any time.

5.6. Counterfeit goods exhibited at the show will not be allowed and the organiser has the right without recourse to physically remove the items and close down the stand of the said exhibitor. The exhibitor will not have any financial claim against the organiser.

5.7. All exhibits and stand furnishings must be confined to the area of the exhibition space. Any advertising literature should be distributed from the exhibitor's own stand(s) only.

5.8. The use of laser products at the exhibition requires prior written approval from the organiser. Application for approval of such must be submitted no later than two months before the event.

5.9. No exhibitor shall in any way engage in filming, sound or video recording, any musical performance (including the use of pre-recorded music), telecasting and broadcasting unless prior written approval has been given by the organiser.

5.10. Repairs or alterations to the stand or display may only be carried out after the exhibition is closed to the public and with the prior agreement of the organiser.

5.11. No stands or exhibits shall be dismantled before the official closing time of the exhibition on the last day of the exhibition unless the organiser has given special permission.

5.12. All exhibits and stand material shall be removed immediately after the closing of the exhibition according to the time limits specified by the organiser. The exhibitor shall vacate and return the exhibition space to the organiser in as good and clean order as it was when initially licensed out. Any exhibits or stand materials left behind at the exhibition centre shall be deemed to be abandoned and shall be disposed of at the expense of the exhibitor concerned.

5.13. The organiser reserves the right at any time to order the alterations or removal of any stand which differs from the approved specifications, or which does not conform to the rules and regulations of the exhibition centre. The cost of such alteration and removal shall be entirely borne by the exhibitor.

5.14. The exhibitor will respect hygiene measures implemented at the time of the event. Nor the Congress Centre nor the organiser can accept any liability for costs incurred by exhibitors due to the

implementation of hygiene measures that are no longer required at the time of the event.

6. Security of your valuables

The SEC is responsible for the general security of the venue (in case of emergency) and not for the surveillance of the exhibition. It is recommended not to leave any valuables at your stand. Exhibitors must ensure safekeeping of their products during the times stated above in the Exhibition Dates Section. The exhibitors can, at their own expense, request individual surveillance of their stands. ESAIC, the SEC, Kristal Logistics or any sub-contractors to the aforementioned cannot be held liable for any loss, damage, or theft occurring to goods left on the stands.

7. Security on site during set-up and dismantling

Only exhibitors, visitors and delegates wearing official badges are authorized in the exhibition halls. During set-up and dismantling all exhibitors and stand builders are required to wear the official exhibitor or stand builder badge. It is mandatory for everyone to wear security gear (safety clothes, safety footwear) in the exhibition hall during the build-up and dismantling phases.

Persons under the age of 16 are not allowed in the exhibition hall during set-up, events, and dismantling timing.

8. Insurance & Liability

8.1. The exhibitor should ensure that there is in existence, prior to its seeking access to the exhibition centre, a valid insurance policy, covering (but not limited to) theft, fire public (including occupier's) liability, damage to property and effects, personal injury, consequential loss, pecuniary and pain and suffering damages occurred in any part of the rented premises and any such other risks and natural causes. This insurance policy shall provide an overall indemnity of not less than the equivalent of two and a half million euro (€ 2,500,000). The organiser shall be entitled to inspect any such insurance policy and receipts for premium at any time.

8.2. Companies involved in assembling and decoration of stands are required to have a previous

credential, which implies the presentation of an insurance policy for civil and professional liability, covering damage caused in the premises or to a third party and possible damage due to stoppage of activities of the SEC, in the amount of

1 000,000.00€.

8.3. The exhibitor undertakes to indemnify and at all times thereafter to keep indemnified the organiser, its employees, and agents on demand against all claims, liabilities, losses, suits, damages, judgments, expenses, costs, and charges of every kind arising out of the default or negligence of, or any damage caused by the exhibitor or its contractors or sub-contractors.

8.4. All exhibits are brought to, displayed, and removed from the exhibition centre at the exhibitor's own risk and should be safeguarded by the exhibitor at all times.

8.5. The organiser shall not be responsible for any error or omission relating to the exhibitor, its equipment, products, or services in the listings in the exhibition's official directory or in any promotional material.

8.6. The organiser shall not be held responsible in any manner whatsoever for the consequences of any introduction or commercial transaction made during or as the result of the exhibition.

8.7. If the Congress cannot be held on account of a case of force majeure (including but not limited to acts of God, war or national emergency, acts of terrorism, virtual platform failure, network lockdowns, strike, lock-out, fire, explosion, volcanic eruption, flood, the Covid-19 pandemic or any other pandemic or epidemic, or any other external event unrelated to operations which cannot be averted even when the utmost measure of care that may reasonably be expected has been exercised), or if the Congress shall have to be called off on the grounds of any governmental orders, recommendations, or at least governmental requirements that cannot be complied with in an economically meaningful way, the Organiser will have the right to defer or to cancel the Congress or to switch to a virtual Congress.

8.8. In case the Congress is deferred, cancelled, or is switched to a virtual Congress because of the

reasons mentioned in article 8.7, the Organiser may charge or retain an administrative handling fee of 10% of the fees mentioned in article 1.8. The Organiser shall be under no liability to the Participants in respect to any action, claims or losses (including consequential losses, costs, or expenses whatsoever) which may be brought against or suffered or incurred by the Participants, as the result of the happening of any such event.

9. Terms of Payment and Cancellation Policy

All signed application forms are irrevocable.

9.1. All orders will be paid entirely within 30 days of invoice date.

9.2. A 150€ administrative fee will be charged for each modification of an issued invoice. The invoicing party should be clearly mentioned on the order form.

9.3. Failure to pay cancels your reservation. The organiser is free to assign the option to other participants if payment is not done 30 days after the due date stipulated on the invoice.

9.5. Any late payment (i.e. receipt of money by organiser 30 days beyond the due date stipulated on in-voice) will be subject to a penalty of 21% APR (Annual Percentage Rate) on the total amount invoiced. No participant will be allowed to participate or have access to the event should the payment not have been received by the organiser prior to the event and within the stipulated deadline.

9.6. For cancellations received in writing prior to 17 March 2023, ESAIC maintains a cancellation fee of 50%.

9.7. No refunds will be issued for cancellations received in writing after 17 March 2023. The organiser is free to assign the option to other exhibitors.

9.8. Should, in case of cancellation, the agreed sums not yet have been paid, then the company cancelling the booking is still legally obliged to make the appropriate and invoiced payment to the Organiser.

10. Waiver

10.1. No waiver by the organiser of any of the provisions of these rules and regulations or of any of its rights hereunder shall have effect unless given in writing and signed by the organiser.

10.2. The waiver by the organiser of any of these rules and regulations shall not prevent the subsequent enforcement of these rules and regulations and shall not be deemed to act as a waiver in respect of any subsequent breach.

11. Termination of Participation

The organiser reserves the right to terminate without notice a participant's right to participate in the event upon occurrence of any of the following events:

11.1. If the participant or any of its representatives commits a breach of any of these rules and regulations; or

11.2. If the exhibition centre and/or the exhibition space becomes unfit for occupancy and use or the exhibition is cancelled; or

11.3. If the holding of the exhibition or the performance of this contract by the organiser is substantially or materially interfered with due to any cause or causes not reasonably within the control of the organiser; or

11.4. If the organiser believes that the participant is conducting an activity that does not conform to the nature and purpose of the event or if proper use is not being made of the exhibition space during the installation period or at any time during the term of the exhibition; or

11.5. If the payment of fees is not made by the participant in accordance with point 9; or

11.6. If the participant is, for any reason, unable to meet his contractual obligations.

In the event that a participant's right to participate in the event is terminated the participant shall have no claim for refund of any fees paid to the organiser.

12. Compliance – Codes of Ethics and Business Conduct

Each company must comply with the applicable regulations related to its congress participation and promotion of pharmaceutical and medical device

products. ESAIC bears no liability for the consequences of any failure to comply with these regulations.

ESAIC observes the following codes:

The International Pharmaceutical Congress Advisory Association's (IPCAA) Code of Conduct, Medical congress Guidelines and Housing Guidelines <https://www.ipcaa.org/public/ipcaa-healthcare-congress-guidelines>

The Code of Practice of the European Federation of Pharmaceutical Industry Association (EFPIA) <https://www.efpia.eu/relationships-code/the-efpia-code/>

Eucomed: Code of Ethical Business Practice <https://www.medtecheurope.org/resource-library/medtech-europe-code-of-ethical-business-practice/>

Local codes:

ABPI code of practice: <https://www.abpi.org.uk/publications/code-of-practice-for-the-pharmaceutical-industry-2021/>

Official Italian Agency for AIFA Procedure

Fargo International is the Official Italian Agency appointed by the ESAIC to provide assistance to Italian Pharmaceutical companies to obtain the necessary permission from the Italian Medicines Agency - Ministry of Health (AIFA) for their participation in Euroanaesthesia 2023.

Fargo International
Via P. Maroncelli 27
50137 FIRENZE, ITALY
Benedetta Cambria
b.cambria@alifargoint.it
+ 39 3203830442

13. These terms and conditions shall be governed by and construed in accordance with the laws of Belgium. Any disputes or claims arising out of or in connection with these terms and conditions shall be submitted to the courts of Brussels

14. ANNEXES

- **Kristal shipping guidelines and forms**
- **Shell scheme brochure**
- **E-guide – Stand building**
- **E-guide – Electrical installations**



More than just forwarding...

KRISTAL BV

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SHIPPING GUIDELINES EUROANAESTHESIA - GLASGOW 2023

INTRODUCTION

KRISTAL, have been appointed by the organizers as the official freight forwarder, customs clearance agent and official drayage contractor.

It is our commitment to ensure exhibits arrive on time and in good condition for the opening of the exhibition.

This shipping manual will assist you in your preparation for the correct and timely dispatch of exhibits to Glasgow. Please follow these instructions closely.

The range of service provided by our company include:

- Transportation, national and international
- Temporary and permanent customs clearance
- On-site handling, labor, forklift and crange
- Labeling, removal and storage of empty boxes and crates, return to stand upon closure of the exhibition.
- Accessible storage for brochures and give-away items during the event
- On-site assistance & supervision

GENERAL

International Coordinators :

Kristal BV
Brucargo Building 734
B-1830 Machelen

Contact: Geert Frere / Wim Poels
Tel: + 32 2 7514680
e-mail: geert.frere@kristal-logistics.com
e-mail: wim.poels@kristal-logistics.com

Build-up : Wednesday 31 May 2023 08.00 to 20.00
Early build-up, please contact organizers for conditions and pricing.
Thursday 1 June 2023 08.00 to 23.00
Friday 2 June 2023 08.00 to 20.00

Aisles need to be cleared and empties moved out by 19.00 on 2 June.

Dismantling : Monday 5 June 2023 17.00 to 22.00
Tuesday 6 June 2023 08.00 to 20.00

On 5 June no trucks will be allowed in the loading area before 19.00 and this to allow us to remove the carpets and to return the empty crates to the stands.



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CONSIGNING INSTRUCTIONS

AIR FREIGHT

AWB consigned to :

Stevie Cameron Event Logistics
1 Tennant Avenue
College Milton South
East Kilbride, G74 5NA
Tel +44 1355 238559

Notify :

Hellmann Worldwide /Glasgow Airport
Ref Euroanaesthesia 2023
Name Exhibitor / Stand nr

Goods to reach Glasgow Airport (GLA) not later than 22 May 2023.

ROAD FREIGHT and COURIER Shipments to the advanced warehouse

Consigned to :

Stevie Cameron Event Logistics
1 Tennant Avenue
College Milton South
East Kilbride, G74 5NA
Tel +44 1355 238559
Ref : Euroanaesthesia 2023
Name Exhibitor / Stand nr

Goods to reach advanced warehouse not later than 5 working days prior to requested delivery date to show site.

Goods need to arrive customs cleared DDP, all destination duties and taxes prepaid to shippers account.

Do not send shipments directly to the venue as they will be held by UK customs authorities.

DIRECT DELIVERIES

Address : EUROANAESTHESIA 2023, SEC Campus, Glasgow G3 8YW.

Direct deliveries with trucks to the venue are restricted.

Direct shipments to the exhibition site will only be accepted on move-in dates and hours.

Vehicles need to be removed immediately once unloading / reloading operations have been completed.

To avoid traffic congestion and to allow us a fast and smooth move-in, an unloading slot will be required for all vehicles larger than a car.

Please fill in attached form to obtain move-in / move-out schedule and return by email to geert.frere@kristal-logistics.com or wim.poels@kristal-logistics.com

All trucks arriving without a slot, will be unloaded once the full schedule has been completed.



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On arrival, all trucks need to register to the Kristal desk at the entrance of the site and this approx. 1 hour prior to the confirmed slot. Our staff will direct the trucks to the unloading bays according to the schedule. If the truck does not arrive at the booked time, slot will automatically be given to the next in the queue.

On 6 June no trucks will be allowed in the loading area before 19.00 and this to allow us to remove the carpets and to return the empty crates to the stands.

SHIPPING PRE-ADVISE

Full details of dispatch together with copies of invoices, AWB, CMR, Bill of Lading have to be send by e-mail to Kristal : geert.frere@kristal-logistics.com or wim.poels@kristal-logistics.com

CUSTOMS DOCUMENTATION (for non UK shipments)

It is very important you read below to avoid any delays or non-delivery.

The UK left the EU in January 2021 and this will affect the way in which you send goods to UK events.

Please find below some guidance to ensure a smooth transit to events.

Timely communication, information and planning is key to getting your goods to the event safely and on time, you will need to factor in additional time to complete paperwork for customs formalities and possible increases in transit times. You will also need to think about what will happen to the goods afterwards, you need to decide if your goods are to arrive in the UK on a permanent or temporary basis to ensure they imported correctly.

All goods arriving into the UK will require additional paperwork, based on whether you send your goods using an ATA Carnet for temporary import, or commercial invoice for both temporary, permanent or give-away shipments.

For Temporary imports, either exhibits or stand-fittings we highly recommend utilizing the **ATA Carnet "Passport for Goods"** system, which can be applied for at your local Chamber of Commerce or equivalent issuing body. From our experience the ATA Carnet is the most cost effective, time efficient, and flexible method of moving goods to and from the EU to the UK. This negates the need to contract agents at border crossings as the delivering driver can actually present the ATA Carnet to customs officials for endorsing. **ATA Carnets do not require GB EORI Numbers, HS Codes or commercial invoices.**



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For items arriving via Commercial invoice, either for temporary, permanent or give-away/consumption at exhibitions, it must include the following details.

1/ GB EORI number (Economic Operators Registration & Identification number) if you wish to send any goods to the UK. If you do not have one already you can register via this link <https://www.gov.uk/eori> . It may take up to 7 days to receive the number so please allow time for this. The process will request a Government Gateway number which will be issued immediately upon application, whatever the originating country of your request-.

2/ HS codes, it is vital that you find and use the **correct commodity codes** for your products. This is important to ensure you are paying the correct amount of Duty & VAT (either deposit / or payment) You can use the trade tariff link to look up the correct codes. This link also provides information on possible restrictions on your goods.
<https://www.trade-tariff.service.gov.uk/a-z-index/a>

3/ Country of Origin, the origin of the goods is the country where they were manufactured shown on the label. it is important that you know the origin of the goods as this will reflect the amount of duty and taxes that may be payable. Just because the goods are being transported from the EU this does not mean that they are of EU origin.

Permanent shipments into the UK, where goods are not returning to origin or onward transit outside of the UK will be subject to UK VAT (Value added tax), and possible Duty. UK VAT is non-refundable for permanent imports for exhibitors whom do not hold a UK VAT registration . We therefore advise where ever possible to send to UK group companies, or UK distributors as they will have the ability to reclaim the VAT back in the future.

ATA Carnets must not be used for permanent import items.

GVMS (Goods Vehicle movement Service) All Vehicles will require before boarding any Ferry, or Eurotunnel a GVMS reference number in addition to the EXP/EUA on import, or C88/T1 on export. **Passage will be prohibited without this reference.** Please find attached link to obtain this reference, which is applicable to every vehicle and crossing: <https://www.gov.uk/guidance/register-for-the-goods-vehicle-movement-service>.



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If utilizing the services of a Haulier, or freight forwarder they should apply for this reference upon your behalf.

Inevitably there will be additional costs involved with these new customs procedures. To make your exhibiting at the event as easy as possible, please contact us as early as possible and we can provide no obligation advice and quotations and help you to find a local partner to work with to get the most efficient option for moving your goods.

We highly recommend using an **experienced Exhibition freight forwarder** who recognizes the importance of your goods arriving safely and on time.

KRISTAL has about 30 years' experience in exhibition logistics and show management. We have long standing and specialist partners worldwide, these partners are handpicked for their experience and high-quality service levels. These local partners in your country of origin, will be able to help guide you in the best way to send your goods to the event. Please contact us and we can discuss with you a suitable local agent who will work with you and us to get your goods safely and timely delivered to your event.

SUMMARY :

Plan early, use an ATA Carnet wherever possible and do not delay in obtaining at GB EORI number which is required for Commercial Invoices and GVMS reference numbers.

Any questions, please do not hesitate to contact our team on +32 (0)2 7514680 or Geert Frere via email @ geert.frere@kristal-logistics.com or wim.poels@kristal-logistics.com

CASE MARKING

All cases must be clearly marked/stenciled on two (2) sides with the following information

- Your Company Name.....
- EUROANAESTHESIA 2023.....
- Booth number.....
- Case Number...(ex. 1/3 – 2/3).....
- Gross Weight.....
- Dimensions in cms.....



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INSURANCE

It is the exhibitor's responsibility to ensure that his goods are covered by a comprehensive marine insurance policy, which covers the goods at all times i.e. from premises to stand, duration of exhibition and return to premises. On written demand, Kristal or their agents can arrange this for you.

RETURN TRANSPORT

We will contact all exhibitors separately on-site to organize the return of the goods to point of origin or other designated destinations

TERMS & CONDITIONS OF TRADING

All business is undertaken by owner's risk. Tariffs are calculated using current freight and exchange rates. Any major fluctuation in either between now and work-date will be reflected in our final invoice. Contracting Kristal bv or their agents implies acknowledgement and acceptance of Kristal bv conditions of trading.

TERMS OF PAYMENT

Payment is due on presentation of invoice unless otherwise agreed in writing with Kristal bv or their agents. In all other cases on-site charges billed at the exhibition will require immediate payment by cash or credit card.

Any disputes or queries relating to invoices originating from this office should be notified to Kristal bv within seven days of invoice date.



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STAND CONTRACTOR INFORMATION FORM

Exhibitor name :

Hall nr : Stand nr :

We ordered a shell scheme, through organizers / exhibition centre,
we do not have a stand building contractor.

We will use the stand building contractor below :

Company name :

Contact person :

Address :

.....

.....

VAT nr :

EORI nr :

Tel. :

E-mail :

Please return completed form by e-mail before

To Kristal Logistics

Att. :

E-mail :



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MATERIAL HANDLING AND FREIGHT INFORMATION FORM

Company name :
Contact :
E-mail :
Tel. :
Exhibitor name : Hall nr : Stand nr :

1. We have no materials to be shipped
We will take our goods in our luggage or with our car

2. We would like to ship our materials by your company,
please send us an offer without any engagement :
Pick-up address :
Estimated volume / weight : m³
Transport by : ocean air road
Return transport : pick-up from the advanced warehouse transport with KRISTAL no
Pick-up truck tail lift : yes no
Value of the goods :

3. We will ship our material :
By transport company :
Tel. : Contact :
Estimated volume / weight : m³
Transport by : ocean air road
Directly to show site To the advanced warehouse

4. Storage empty crates during the exhibition: Estimated volume (m³):

5. On site handling requirements :
forklift labour pallet truck

6. Remarks :

7. Invoicing address :
VAT nr : EORI nr :
Signature : [Redacted]

Please return completed form by e-mail before
To Kristal Logistics. Att. E-mail :





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UNLOADING / RELOADING SCHEDULE
FORM FOR DIRECT DELIVERIES

Company name :
Contact :
VATnr :
E-mail :
Tel. :
Exhibitor name : Hall nr : Stand nr :

We would like to have following unloading / reloading slot :

BUILD-UP
Date :
Hour :
Estimated Volume - m³ :
Forklift Required : yes no
Truck Licence Number :

DISMANTLING
Date :
Hour :
Estimated Volume - m³ :
Forklift Required : yes no
Truck Licence Number :

Invoicing address :

VAT nr : EORI nr :

Slots will be given on a first come / first served base.
On-site trucks need to report to the Kristal-desk and this min. 1 hour before the confirmed slot.
Final slots will be confirmed to you 3 days before start of build-up.

Please return completed form by e-mail before
To Kristal Logistics.
Att.
E-mail :

Shell Scheme Information

QUAD FRONTAGE

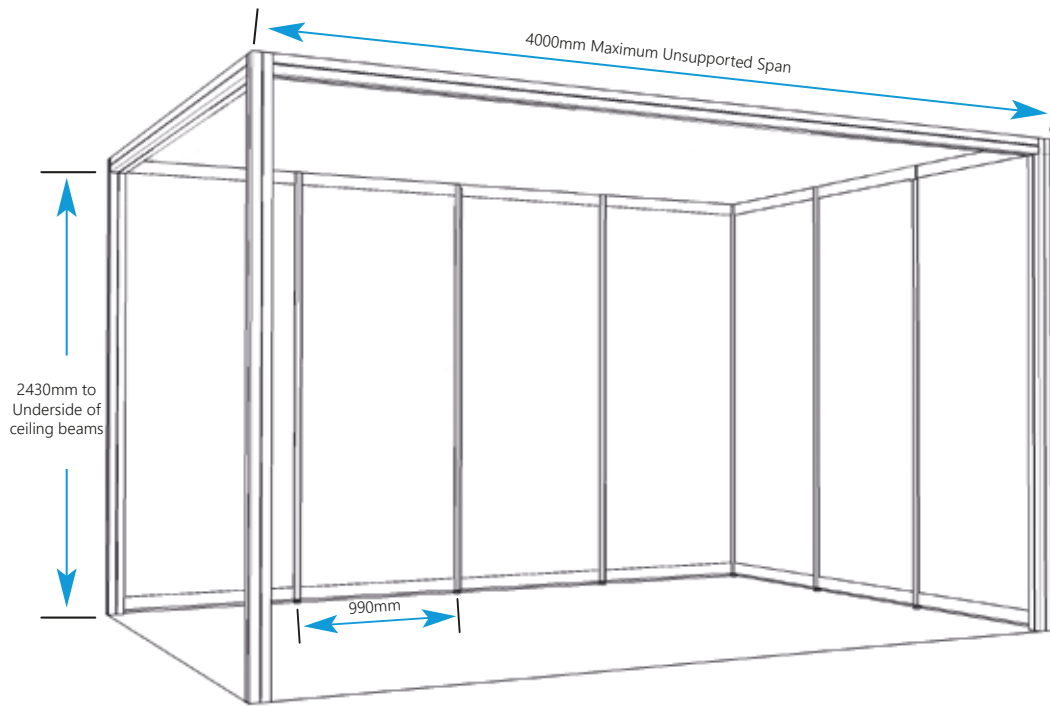
Visual is an example for illustration purpose only



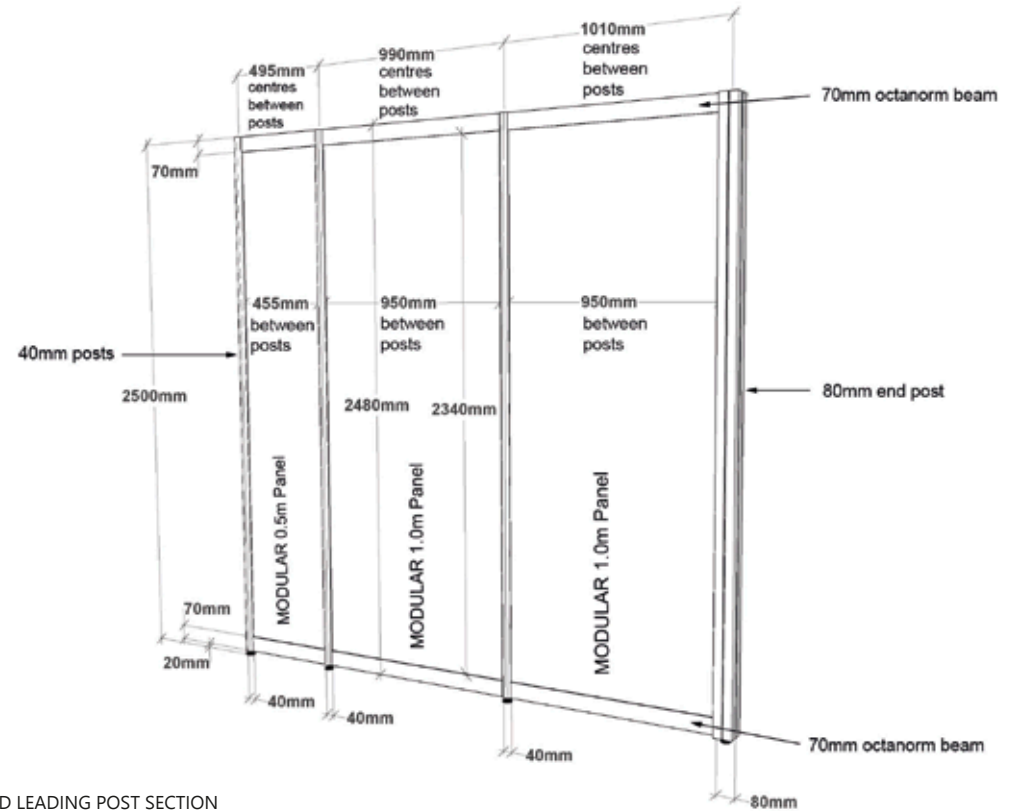
Fullcircle

SHELL SCHEME SPECIFICATIONS: QUAD FRONTAGE

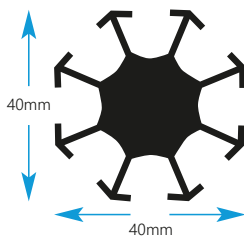
SHELL DIMENSIONS



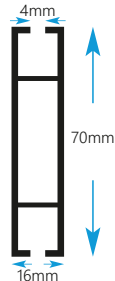
MODULAR 3mm PANEL DIMENSIONS



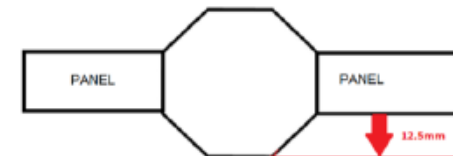
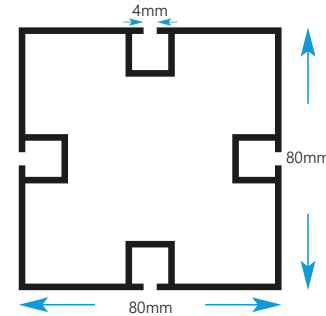
WALL POST SECTION



BEAM SECTION



QUAD LEADING POST SECTION



NB: This is only an example stand for dimension purposes only.

Size and number of open sides will vary depending on your stand booking

SHELL SCHEME DO'S & DON'TS

DO

Use the following items on the Foamex panels if required.
Do not use these items on the metal framework.



BLU-TACK



SELLOTAPE



VELCRO

DON'T

Use the following items on either the Foamex panels or the metal framework.



NAILS



STAPLES



SCREWS



STICKY TABS



PAINTS



PINS



GLUES



DOUBLE
SIDED TAPE

Please be aware that this is a semi-permanent system that has been used to create your stand that can only withstand a limited amount of pressure. **No heavy objects** are to be hung from the system. Any heavy objects mounted or fixed may affect the stability of the stand or block. Please be aware you cannot lean / move / readjust any part of our system as this may cause collapse. If you have any questions please email exhibit@fullcircleeventsltd.co.uk and we will respond to your query.

SHELL SCHEME FREQUENTLY ASKED QUESTIONS

How much weight can each panel hold?

This depends on a number of factors such as the number of stands in your block, the amount of weight and the distribution of the weight. If you are planning to attach any items on the wall panels please email us a diagram to show where the items are going to be positioned, the weight and how you are attaching the items so that we can advise you if this will be possible.

How do I order graphics?

You can place your order for graphics with our Exhibitor Enhancement Hub. Please email us with your stand number and the event you are attending and advise the type of graphic that you are looking for so that we can provide you with a quotation. For advice on enhancing your stand please contact: EEHub@fullcircleeventsltd.co.uk.

How do I attach posters?

You can attach your posters using double sided Velcro, Sellotape or BluTack. These must only be stuck onto the Foamex panels and not the posts. All residue must be removed once the posters are taken down.

What material is the stand made out of?

The stand is constructed out of Foamex panels and an aluminium framework. The aluminium is powder coated white to match the wall panels.

Can I drill into the panel?

Drilling into the panels is not permitted as it causes damage to the panels. You cannot pin or use staples on the stand. If you do this, you will be charged after the show for the damaged panel(s).

The modular foamex panel can be replaced with a painted MDF Panel if ordered before the show. To enable any screw fixings / brackets ect.



Fullcircle

YOUR EVENT IS OUR BUSINESS

CALL US: +44 (0)161 393 3949

EMAIL:

exhibit@fullcircleeventsltd.co.uk



An ADNEC Group Company



Manchester Central



eGUIDE

August 2022



Stand build
sub section
Guidance for events in
UK Venues



Resource Background

What is the eGuide?

The eGuide brings together guidance for achieving common standards of health, safety and operational planning, management and on-site conduct for events at all participating AEV member venues. The scope and development of the eGuide follows extensive consultation with operations professionals within the exhibition and event industry in order to ensure an overall approach that remains broadly acceptable to the community. The status of the eGuide is similar to that of an Approved Code of Practice. It is an industry-specific guide developed by authorised professionals from the UK event venues. It incorporates health, safety and operational practices that represent compliance with Building Regulations and health and safety legislation.

Now recognised as the industry's best practice document, the eGuide is continually reviewed by working industry professionals who represent the best advice currently available, and who themselves have to work within the guidelines in their own professional capacities. Senior representatives from ACC Liverpool, Alexandra Palace, Business Design Centre, ExCeL London, Farnborough International Exhibition and Conference Centre, Harrogate Convention Centre, Manchester Central, NEC, Olympia London, QEII Centre, Coventry Building Society Arena, SEC, Stadium MK, Silverstone, Telford International Centre, The Brighton Centre, The O2 and Yorkshire Event Centre currently sit on the **eGuide working group**, meeting twice a year to steer the guidance thematically and address any complex or contentious topics. A number of additional venues also participate in this process and are gradually moving towards formal adoption of the document themselves. Additionally, **the eGuide sub-committee** works all year round to maintain the detail of the document, ensure consistency and simplify rules and regulations to the greatest possible extent.

The current eGuide sub-committee comprises:

Tim Byrne – ExCeL London
Matt Constance - ExCeL London
Ian Tynan - ExCeL London
Michelle Baldwin - NEC
Siân Richards - Olympia London (Chair of the eGuide working group)
Paul Brough - Olympia London
Kimberley Cassidy – SEC
Tracy Mitchell-Slater – SEC
Jill Wadge - SEC

Instructions from this group are subsequently collated and actioned in the document by Alden Arnold, Project Manager, Association of Event Venues.

By coming together, and proactively seeking to identify where working conditions and regulations are common (or, due to unique site circumstance, different), contributing venues are, in essence, providing the answers to questions that organisers and supplier companies may have resulting in more efficient on-site activity, a smoother operation for the event organiser, and, therefore, a more polished product for the client, exhibitor and visitor.

In competent hands these guidelines should be an invaluable tool, simplifying health & safety planning and management and other operational issues on the floor.

Application

For the purposes of this document the word 'event' will generally apply to any event held in the participating eGuide venues. It must be noted that in multipurpose venues where exhibitions, conferences and other like events can be run alongside sporting fixtures or musical entertainment in arenas, other guidance or legislation may be more applicable for specific activities.

How to Use and Engage with the eGuide

The eGuide will save hours of painstaking and detailed work for any AEV venue seeking to maintain regulations that are compliant with UK law. Notwithstanding a few points of detail, which can be separately annotated, any AEV member venue that hosts any degree of exhibition business activity should be able to adopt these guidelines wholesale. The guide equally provides the basis for organisers to plan the operational management of their event and for suppliers and clients/exhibitors to understand what is required of them.

It must be stressed, however, that this is a **guidance** document. If meticulously followed, it should ensure that users are compliant with current health and safety law. Nevertheless, the particulars of each exhibition (or similar event) should still be considered on an individual basis and venues, organisers, suppliers and clients/exhibitors must all remember that it is ultimately their responsibility to ensure that they address health & safety, and other operational issues properly, in compliance with the law.

It must also be stressed that all employers have a legal duty to employ staff that are competent to manage health & safety, and other operations that are relevant to their level and range of responsibilities. This guidance alone is not a substitute for proper training and experience.

The committee welcomes any constructive comment on these guidelines. If you feel you can contribute, please email eguide@aev.org.uk, and your point will be considered at the next committee meeting.

If you require additional health & safety support there are a number of specialist companies providing consultancy, training and floor management capabilities within ESSA and AEO Associate membership.

EIA note on legal compliance

The Association of Event Venues (AEV), Association of Event Organisers (AEO) and Event Services and Suppliers Association (ESSA) are managed by the Event Industry Alliance (EIA) secretariat. EIA advocates those members of all three associations work within or beyond the requirements of UK law. Where a British standard, Health and Safety Executive (HSE) guidance, approved code of practice, other central or local government guidance or examples of case law suggest that specific working methods or standards are needed to meet the requirements of UK law, the EIA advocates that members adopt these. In instances where groups of members wish to collaborate on finding alternative, but equally as safe, methods of work that they feel are more suited to the operational constraints of the event industry than those described elsewhere, the EIA will facilitate that collaboration and any benchmarking or hazard and operability study (HAZOP) activity that is required, advise members of their specific duties and liabilities and, where requested, publish their findings, typically within the eGuide. The EIA cannot and does not however officially advocate any standard or working practice other than those produced by HSE, British Standards Institution (BSI) or other government agencies and offices, whether published within the eGuide or not, and reminds all organisations, members and non-members alike, that it is their individual responsibility to assess the risks of their work and to establish practices that comply with the law and that prevent work-related injury and ill-health.

The following sections, from the main eGuide, can be found at www.aev.org.uk/e-guide

Stand Construction

Build up and Breakdown

Temporary Demountable Structures

Disability

Working Equipment/Tools/Processes

Working at Height

Lifting Operations

Dilapidations/Damage to Venues

Stand Construction

Other relevant sections:

Build-Up and Breakdown	p11
Disability	p34
Platforms and Stages	p81
Stand Plans	p119
Temporary Demountable Structures	p126
Work Equipment/Tools/Processes	p138
Working at Height	p140

Subsections:

- General Guidance
- Lighting
- Escape Routes
- Double Decker Stands – Planning and Construction
- Floor Loading
- Inner Rooms
- Doors/Vision Panels
- Bridging over gangways
- Stand Platforms
- Ramped & Stepped Access
- Construction Materials
- On-Site Management
- Venue Specific Rules
 - National Exhibition Centre (NEC) – Fixings to the Hall Floors
 - Scottish Exhibition and Conference Centre – Travel Distance
 - Coventry Building Society Arena – Double Decker Stands

General Guidance

- 1** Adequate precaution must be taken by contractors to protect the fabric of the building during construction and dismantling. The cost of repairing any damage will be charged to the organiser of the event.
- 2** Exhibitors and stand designers are reminded of their obligations under the Equality Act and must design their stands with accessibility in mind.

Lighting

- 3** Adequately maintained general and emergency lighting, as well as maintained illuminated exit notices shall be provided to any enclosed area.

Stand Lighting

- 4** Consideration should be given to the lighting design and layout of a stand, so as to minimise discomfort caused by glare and dazzle to those viewing products.

Emergency Lighting

- 5** The illumination provided by normal lighting and emergency lighting should be sufficient to enable anyone to see their way out of stands, seminar rooms and theatres at all times. The horizontal luminance at floor level provided from either source along the centre line of defined escape routes should not be less than 0.2 lux and preferably 1 lux. Any battery used for emergency lighting should be capable of maintaining the full load connected to it for a minimum of three hours after the failure of the normal supply.

Exit Signs

6 Exit signs must be:

- A minimum height of 200mm and a minimum width of 400mm (compliant with BS 5499)
- On a 24-hour electrical supply and illuminated at all times
- Positioned so they are conspicuous

Escape Routes

7 Alternative escape must be available from any point within a stand or structure leading to a place of safety. Escape routes should have a minimum, unobstructed height of 2.1m, other than within doorways, which should have a clear height of not less than 2.06m.

8 The minimum permitted gangway width is 2 metres, except within stands of less than 100m², where gangways must be no less than 1m wide.

9 There should be no obstruction that could impede the free flow of people using the escape route.

10 All floors should be even and have a firm, smooth and slip-resistant finish. Trip hazards should be avoided.

11 The maximum travel distance from any part of a stand to a gangway shall not exceed 50 metres. Where there is only one means of escape from the stand, this must be reduced to 20 metres. In either case, the maximum travel distance should be reduced by 25% where alcohol is being served.

Double Decker Stands – Planning and Construction

Introduction

12 This guidance identifies the main elements of safe construction of a double-deck stand. It supports the requirements for complex structures set out in the Stand Plans section.

Design

13 The following basic considerations must be addressed by the designer of a double decker stand:

14 Stability:

- Stability at all stages of construction and dismantling
- Identifying the point at which the structure can support itself
- Identifying the permanent elements that ensure stability
- The sequence of construction and the sequence for the removal of any temporary parts
- Calculations indicating the relevant forces and load capability of the structure
- The floor loading capacity of the venue

15 Construction and Dismantling:

- Drawings must clearly identify the sequence of construction, e.g. construction of frame; insertion of legs; fixing of bracing
- A clear plan for dismantling the stand must be identified
- The time available for construction and dismantling of the stand must be taken into consideration
- A safe system of work must be identified within the methods for construction and dismantling, e.g. work equipment; temporary handrails; fall-arrest system

16 Assessment of Loads:

- A realistic assessment of the loads and forces at each stage should be made in consideration of the erection sequence

17 Connections:

- The design should consider the safest means of connecting components and, where appropriate, indicate the necessary provision of access equipment and the safe system of work
- Connections shall be simple and effective to reduce the time spent working at height

18 Materials Handling:

- The design should take account of the safe handling, lifting, storage, stacking and transportation of the components relevant to their size, shape and weight

Method Statement

19 The preparation of a method statement is an important step in the planning of a safe system of work.

20 The method statement for a double decker stand should include:

- Construction sequences, noting the starting point
- Methods to ensure stability, including the use of temporary components
- The detailed construction scheme that identifies the lifting, alignment and connection requirements
- The preferred system to prevent falls from height, the safe means of access and any special platforms or equipment
- The provision of suitable plant and equipment with which to construct the structure safely

Construction and Dismantling

21 Method statements and risk assessments must be provided and shall be followed. All persons involved with the work shall be competent to undertake the work and have read and understand the method statement and risk assessments and erection sequence(s).

22 Competent supervision is required and supervisors must be trained and understand the work they are to supervise. They shall be able to read and understand the drawings and method statements and ensure that they are appropriate for the structure and its location. Where the methods are changed, the designer shall authorise the change, in writing, prior to the documentation being changed and these must be re-submitted to the organiser for approval and to the venue.

23 Weights of components should be clearly marked and where necessary, lifting points indicated. Components should be stacked and delivered so that they can be removed in the desired order.

24 Deliveries must consider the floor loading in the area of erection or unloading.

25 Hard hats and steel toe-capped boots are necessary PPE for working with steel structures. It may be necessary to cordon off the area of the build when overhead working is taking place.

26 As much of the construction as possible should be completed at floor level. This should include decking and the erection of handrails to ensure a safe place of work on the upper level, once lifted, to avoid the provision of additional safety measures such as temporary edge protection and fall restraint or arrest systems.

27 Welding and cutting (fabricating) is not allowed within the venue without the prior written consent of the venue. Please refer to Hot Works.

28 Sanding, the use of solvents and any other activities that create airborne hazards, such as dust, fumes and vapours must be controlled at all times. Non-hazardous alternatives should be used wherever practicable.

29 Plant and equipment must only be operated by a competent person and copies of their licences or certificates must be available for inspection at any time.

30 Cranes (including Hiabs) are allowed but the positioning of the vehicle must be agreed by the venue to ensure that the weight loading is effectively distributed on the floor. Lifting the main deck

using several forklift trucks is acceptable provided a method statement and risk assessment for such an activity has been accepted by the organiser.

Method Statement Template for Double Decker Stands

31 The completed document must be submitted to the organiser along with the other required documentation detailed under 'Stand Plans'. Work on-site will be checked against this information and will be stopped where it does not comply; dangerous work practices will not be tolerated and persons may be removed from the venue if necessary. Please note that 'live' or 'open-edge' working is prohibited.

This form should be completed by the person supervising the work on site

Event	
Date of event	
Stand no.	
Exhibitor	
Contractor	
Contact name	
Mobile contact number (on site)	
Date information completed	
Step-by-step build sequence for the structure (can it be built at ground level?)	
Weight to be lifted; height it will be lifted to; equipment to be used (crane, fork lift, Hiab etc.)	
How the structure will be lifted safely	
Who will undertake the tasks (own work force; sub-contractors)?	
When will handrail be completed (prior to lifting)? Will floor be complete; if not, what means of edge protection has been designed?	
Equipment to be provided for working at height	
Hazards created by the task (work at height, dust, scaffolds etc.)	
Solutions to the above hazards (scaffolds, barriers, fall-arrest equipment etc.)	
Control measures to be used (codes of practice, safe systems of work etc.)	
Predicted noise levels	

Specialist work required (scaffold erection, woodworking machines, hot work etc.) and proof of competence of those undertaking this work	
Plant and tools to be used (power drills, saws, compressors etc.)	
Physical precautions to be used and details of supplier (barriers, screens, warning signs, fire extinguishers etc.)	
PPE to be used; who it will be used by and what training will be given (hard hats, dust masks, gloves, overalls, ear plugs etc.)	
Details of the working platform (mobile tower, trestles, ladders, steps)	
Access required by other contractors to locate services or undertake an installation; who; when	
When structure will be signed off by an independent structural engineer (normally arranged by the organiser)	
Arrangements for safe dismantling	
Work at the venue will not commence without the permission of the organiser or their appointed representative. Their approval of this document and supporting information must be confirmed below.	
Organiser's comments: Name: Date: Organiser's signature:	

Double Deck Stands - Exits

32 In ideal circumstances there will be a minimum of two separate staircases leading from any floor above ground level.

33 However, in the following situation, a single staircase is acceptable:

- No more than 60 people will occupy the level served by the staircase at any one time (public, performers and staff inclusive)
- No part of that floor of the upper storey of a stand is more than 20 metres away from the gangway. This should be reduced to 15 metres where alcohol is being served on the upper deck

The occupancy of the upper deck is calculated according to the use of the area. For example, if the upper deck has tables and chairs (e.g. conference, sales area, bar or restaurant), the occupancy can be no more than 1 person per square metre.

Ceilings on Multi-Storey Stands

34 Ceilings, except those above the topmost storey of multi-storey stands, must be of solid construction.

Floor Loading

35 The venue's floor loading restrictions must not be exceeded. Base plates must be a minimum of 300mm x 300mm and 12mm thick to support a point load of up to 50kn. Point loads in excess of this and in certain areas of the venue will require larger base plates. Please refer to the relevant venue for details.

Upper Level Floor Loading

36 The floor of the upper level of a double-deck stand must be capable of withstanding a weight loading of 5kn/sqm. A lower weight loading, e.g. 3kn/sqm may be permitted, where appropriate measures are documented and implemented by the stand holder to restrict the occupancy and proposed activity within the area.

Inner Rooms

37 Occupied inner rooms on stands can have a single emergency exit for up to 60 people but thereafter there must be a minimum of two, sited remotely from each other. If the travel distance from the room to a gangway exceeds 20 metres then there must be two exits in any case (reduced to 15 metres where alcohol is being served in the room). The exhibitor must also anticipate the requirements of disabled and other vulnerable visitors when determining the number of exits.

Doors/Vision Panels

38 The required minimum effective clear width of a door is 800mm.

39 Doors must have a vision panel with a zone of visibility spanning from 500mm to 1500mm above the floor. The exception to this is doors to small storerooms, where a small panel may suffice.

40 Emergency exit doors must open outwards in the direction of escape.

41 Doors must be recessed where they open on to public circulation areas, e.g. they must not open directly on to a gangway.

42 Sliding doors are not acceptable as emergency exit doors.

Bridging over gangways

43 Bridging over gangways should be avoided. If essential, this must be agreed by the venue. Where agreed, bridging over gangways between stands in areas where fork lift trucks can operate must be constructed at a height of no lower than 3 metres. In areas where fork lift trucks cannot operate, the height can be reduced to a minimum of 2.4 metres.

If electrical supplies are flown across gangways, cabling must be fully supported and not 'free-flow'.

Stand Platforms

- 44** The use of platforms should be avoided wherever possible, in order to provide level access to exhibits and services.
- 45** Where the use of platforms is unavoidable, they should not exceed 170mm in height (one step) and ramped access should be provided for people with disabilities.
- 46** The distance between supporting timbers of platforms constructed from battens (25mm thick minimum) and sheet materials (plywood or MDF, 18mm minimum), must not exceed 400mm from centre to centre.
- 47** Platform corners must be splayed, rounded or angled and there must be a contrast in colour between the gangway and the platform to denote the change in level.
- 48** Where a bevel edge is applied to the perimeter of a platform, it must be conspicuous.

Ramped & Stepped Access

Ramped Access

- 49** If constraints necessitate an approach of 1:20 or steeper, an approach incorporating a ramp should be provided.
- 50** A ramp must be either readily apparent or the approach to it clearly sign-posted.
- 51** The gradient of a ramp flight and its going between landings should be in accordance with the following table:

Going of a ramp*	Maximum Gradient	Maximum Rise
10m	1:20	500mm
5m	1:15	333mm
2m	1:12	166mm

*For goings between the above lengths, the gradient will be adjusted accordingly

- 52** Ramps must not be greater than 10m, or have a rise of more than 500mm.
- 53** Ramps shall have a minimum, unobstructed width of 1.5m.
- 54** The ramp surface must be slip resistant, especially when wet and of a colour that contrasts with that of the landings.
- 55** A landing at least 1.2m long and clear of any door swings or other obstructions must be provided at the foot and head of the ramp.
- 56** Intermediate landings must be at least 1.5m long and clear of any door swings or other obstructions.
- 57** Intermediate landings at least 1800mm wide and 1800mm long must be provided as passing places when it is not possible for a wheelchair user to see from one end of the ramp to the other, or if the ramp has three flights or more.

58 Handrails must be provided on both sides of a ramp which has a gradient steeper than 1:20. Where it is impractical to comply with this legal obligation, a risk assessment must be provided to and approved by the organiser.

59 Where the change in level is no greater than 300mm, a ramp should be provided instead of a single step.

60 Where the change in level is 300mm or more, 2 or more clearly signposted steps should be provided in addition to the ramp.

61 All landings should be level, subject to a maximum gradient of 1:60 along their length.

62 A kerb at least 100mm high, which contrasts visually with the ramp or landing, must be provided on the open side of any ramp or landing, in addition to any guarding required.

Stepped Access

63 A level landing must be provided at the top and bottom of each flight.

64 Landings shall have a minimum, unobstructed length of 1.2m.

65 Flights shall have a minimum, unobstructed width of 1.1m.

66 Doors shall not swing across landings.

67 Flights between landings shall contain no more than 12 risers where the treads are less than 350mm and no more than 18 risers where the treads are 350mm or greater.

68 The tread and riser of each step must be consistent throughout a flight.

69 The rise of each step must be between 150mm and 170mm.

70 The tread of each step must be between 280mm and 425mm.

71 Risers must not be open.

72 All nosings must be made apparent by means of a permanently contracting material 55mm wide on both the tread and the riser.

73 The projection of a step nosing over a tread below should be avoided, but if necessary, it must not exceed 25mm.

74 A continuous handrail must be provided on each side of flights and landings.

75 A single staircase shall not exceed 1.8 metres in width.

76 Where a staircase is divided into more than one channel, no single channel shall be less than 1 metre wide and an additional handrail must be provided between channels.

77 Spiral staircases are only permitted for exhibiting staff use and not for members of the public.

78 Helical stairs are permitted where they comply with this guidance and their use is approved by the venue.

79 Cupboards formed beneath the staircase shall be lined throughout with non-combustible material.

80 Where the means of access to trailers, boats, caravans and other, similar exhibits is manufactured as an integral part of the product, it may not comply with the above regulations. In such a case an appropriate risk assessment is required. As a minimum, it must comply with the following:

- The headroom must be a minimum of 2m
- The width may not be less than 450mm and must be at least equal to the width of the entrance to the exhibit
- The risers must not exceed 170mm in height
- Each tread must be a minimum of 280mm in depth
- The width of landings at top and bottom must be equal to the width of the steps
- Handrails must be provided

81 The venue will additionally accept stepped access complying with the specifications of BS 5395. However, the use of stepped access that is not compliant either with this standard or with the specifications given above (e.g. pre-existing modular and system staircases) will be subject to venue approval on a case by case basis.

Handrails

82 The vertical height to the top of the upper handrail from the pitch line of the surface of a ramp, flight of steps or landing must be between 900mm and 1000mm.

83 Handrails shall be continuous across flights and landings of ramped and stepped access.

84 Handrails shall extend at least 300mm beyond the top and bottom riser of any steps.

85 Handrails shall contrast visually with the background against which they are seen, without being highly reflective.

86 The surface of handrails shall be slip resistant.

87 Handrails shall be terminated in a way that reduces the risk of clothing being caught.

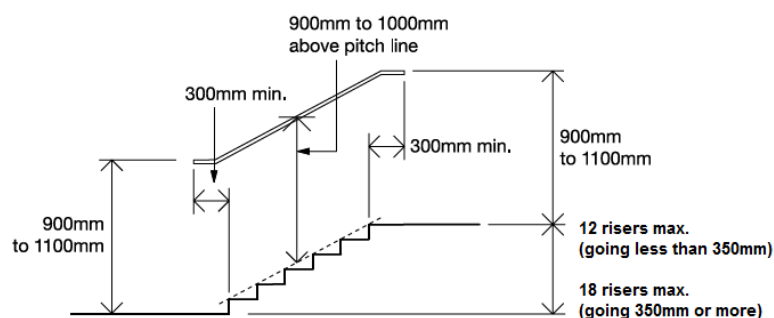
88 The profile of handrails shall be either circular, with a diameter of between 40mm and 45mm, or oval, preferably with a width of 50mm.

89 The clearance between the handrail and any wall shall be between 60 and 75mm.

90 Double-width staircases shall have a central handrail.

91 The clearance between a cranked support and the underside of the handrail shall be at least 50mm.

92 Handrails shall be non-climbable, e.g. with solid infills or vertical guardrails, which should be no more than 100mm apart and without horizontal members between verticals.



Barriers (Balustrades)

93 Barriers shall be provided to protect exposed edges of staircases, landings, balconies, galleries and other changes of level. They shall:

- Provide guarding to all exposed edges of stairs and ramps at a height of 900mm above the pitch line and to landings and balconies at a height of 1.1m
- Be capable of resisting the forces set out in BS 6399-Part 1
- Be non-climbable, e.g. with solid infills or vertical guard rails a maximum of 100mm apart

Construction Materials

94 All materials used in the construction of stands, features and displays, including signs and fascia's, shall be:

- Of a suitable nature and quality for the purposes and conditions of their intended use
- Adequately prepared and fixed in order adequately to perform the functions for which they are designed
- Compliant with the British Standard relevant to the particular material or item and ultimately, non-combustible, inherently non-flammable or durably flameproof in accordance with BS 476-Part 7
- Water-based, where applicable, e.g. adhesives, paint and fillers

95 British Standards are the minimum acceptable standards for construction materials. Suitable samples of materials may be submitted to the venue for approval. Materials may be tested on-site to ensure that they comply.

Decorative Materials

96 Decorative materials used for stand dressing must be flame proofed or purchased already treated by use of the appropriate chemical.

97 Untreated wallpaper and similar thin surface finishes, not exceeding 1mm in thickness, may be accepted, provided they are firmly fixed.

98 Artificial plants and flowers are combustible and give off toxic fumes. Therefore, they must not be used for stand dressing. Silk-type flowers are acceptable, providing they are fireproof or have been treated and marked as such.

Fabrics, Drapes, Curtains and Hangings

99 Drapes, curtains, hangings etc. must be inherently or durably flame-proofed. Otherwise they may be treated with a proprietary flame retardant. Test certificates must be available for inspection for any materials intended to be used.

100 Fabrics used for interior stand decoration must be fixed taut and/or in tight pleats (not loosely draped) to a solid backing, secured above floor level and not touching light fittings.

101 Curtains on exit routes should hang 75mm clear of the floor, be parted in the centre and not conceal any exit signs.

Floor Covering

102 All floor coverings must be secured and maintained so that they do not cause a hazard.

103 Where the hall floor is uncarpeted, fixing of floor coverings may only be carried out using venue approved tape. The venue will only approve exhibition tape which has a low tack bottom, high tack

grab top and does not leave any residue or cause any damage to the floor when removed. Other forms of fixing to the hall floor, such as cable clips, nails and bolts are generally prohibited, but may be allowed at certain venues. Please contact the relevant venue for information.

104 In carpeted halls, floor flats or a platform must first be laid on top, before alternative floor covering is laid.

Glazing

105 All glazing used in the construction of stands must consist of laminated safety glass with a minimum thickness of 6mm. Areas of glazing within 800mm of floor level and over 0.5m², where the smaller dimension of the pane is greater than 250mm, must conform to the thicknesses shown below (in order to comply with the 'Code of practice for safety related to human impact'):

Nominal thickness	Maximum pane size dimensions
8mm	1100mm x 1100mm
10mm	2250mm x 2250mm
12mm	4500mm x 4500mm
15mm or thicker	No limits

106 Any uninterrupted, large areas of clear glazing shall be indicated with warning stripes, dots, logos etc. Overhead glazing shall be of wired or laminated glass, or be otherwise adequately protected from shattering.

Night Sheets

107 Night sheets must be made of inherently non-flammable material or of material satisfactorily treated to render it non-flammable. They shall be stored rolled-up and firmly secured and not cause any obstruction while not in use.

Paint

108 Only water-based paint may be used on site. If paint-spraying equipment is to be used, the method must be approved by the venue and not cause a nuisance to others. Protective measures shall be taken to ensure that no paint is spilt or sprayed on to the fabric of the building.

Plastic

109 All plastic, including plastic plants and materials used for vision panels etc. must conform to BS 476-Part 7, Class 1. Polycarbonate materials are acceptable.

Timber

110 Timber under 25mm thick must be impregnated to Class 1 standard. Treated materials should have 'BS 476-Part 7, Class 1' marked on them.

111 Boards, plywood, chipboard etc. must be treated if under 18mm thick. The exception to this is MDF, which is acceptable for use due to its density. MDF and chipboard must not be machined on site, as the dust produced is hazardous to health.

112 Chipboard must not be used as a weight-bearing material

Upholstery

113 Upholstered seating must be non-combustible and marked with the appropriate standard.

Column Cladding

114 Where columns fall wholly or partially within the area of allocated space, exhibitors may encase them, providing access is allowed to any services which may be provided from the columns. Nothing may be fixed directly to the columns and any casing must be self-supporting.

Fixing to the Building

115 Please also refer to Stand Construction: Construction Materials: Floor Covering. Stands must be self-supporting and fixing to the building fabric of the venue is not normally permitted. Where this is permitted, it may only be carried out by the venue and will be at the organiser's expense.

On-Site Management

116 All stand construction must be monitored during build-up by the organiser's appointed structural engineer and floor management team. Stands which appear to be complex, which have not been submitted for approval, will be challenged and construction may be stopped until satisfactory information has been received.

117 The venue reserves the right to monitor all construction activity and to challenge risk assessments and the methods employed.

Venue Specific Rules

National Exhibition Centre (NEC) – Fixings to the Hall Floors

118 Nail fixings to the Latexfalt surface of the hall floors, excluding floor duct covers, to secure margin boards, cable clips (white only) and similar items of stand fittings will be permitted.

Scottish Event Campus (SEC) – Travel Distance

119 SEC operate building travel distances within compliance of the Scottish Executive Technical Standards Handbook – 'Building Standards (Scotland) Regulations'.

Coventry Building Society Arena – Double Decker Stands

120 Any double decker stands where the top deck is to hold more than 20 people at any one time, must have a section 39 application approved by Coventry City Council. It is the organiser's responsibility to inform the RArena if they have any double decker stands that meet this regulation 28 days before tenancy. Please contact your Event Manager to start the application process.

Build-Up and Breakdown

Other relevant sections:

Dilapidations / Damage to venues	p33
Health and Safety Responsibilities	p68
Hot Works	p71
Lifting Operations	p72
Night Working	p78
Rigging	p85
Stand Construction	p107
Temporary Demountable Structures	p126
Waste and Cleaning	p130
Work Equipment/Tools/Processes	p138
Working at Height	p140

Subsections:

- Construction Activity (CDM)
- General Guidance
- Build-Up
- Breakdown
- Venue Specific Rules
 - Manchester Central & Harrogate International Centre – General
 - Scottish Event Campus (SEC) - General

Construction Activity (CDM)

- 1 All construction and deconstruction work must comply with the Construction (Design and Management) Regulations.
- 2 The role of 'client' under the regulations is assumed by the organiser, representing the organisation for which the construction and deconstruction 'project' is carried out.
- 3 An organiser's duties include:
 - Making suitable arrangements for managing the project
 - Appointing other 'duty holders' and ensuring that they carry out their responsibilities
 - Ensuring sufficient time and resources are allocated
 - Ensuring relevant information is prepared and provided to other duty holders
 - Ensuring welfare facilities are provided
- 4 Further Guidance
 - HSE site guidance on CDM for events
 - AEV/AEO/ESSA CDM resource pack
 - Association app: cdm4events

General Guidance

- 5 During the build-up and breakdown phases of an event, organisers are ultimately responsible for all activity taking place within the halls and any external loading areas defined as under their control.
- 6 Children under 16 are not allowed in the halls during build-up and breakdown.
- 7 The venue must be provided with emergency/out-of-hours contact details for key event personnel.
- 8 The organiser must advise the venue of their PPE policy, so that this may be communicated to venue personnel before the start of build-up.

9 Hi-vis jackets/vests must be worn at all times by contractors and exhibitors when off-loading and loading vehicles within loading bays (areas immediately outside the halls).

10 The organiser should consider the following during the planning process:

- **Scheduling:** Producing build-up and breakdown schedules, to ensure that activities are carried out safely and in the appropriate order.
- **Communication:** Advising exhibitors and contractors of the build-up and breakdown schedules in advance and carefully considering the timings published in the exhibitor manual; carrying out PA safety announcements during build-up and breakdown to raise awareness of activities taking place at different stages.
- **Floor Layout:** The location of complex structures and the width of the gangways around these stands; any other special requirements, such as placing a vehicle on a stand before other stands are built; advising exhibitors and contractors of their stand numbers, locations and any service ducts or columns on their stand space.
- **Heavy Lifting:** Producing a lifting programme detailing the method of work, times of operation and safety arrangements; carrying out crane operations while the hall is clear; providing a copy of the programme to the venue and traffic marshals; if the venue has a lorry park, stationing a lifting contractor representative there; agreeing a communication plan between the lifting contractor, health and safety manager and floor manager.
- **Traffic Management and Vehicle Movement:** Ensuring that exhibitors and contractors understand and co-operate with unloading and loading instructions, which will vary from venue to venue; planning and carefully managing vehicle movement where vehicles are permitted to unload/load inside a hall; providing physical separation between pedestrians and vehicles where practical; appointing an official lifting contractor for fork lifting inside the hall, as responsibility for fork lifting operations ultimately sits with the organiser.
- **Gangways:** briefing floor managers to encourage contractors and exhibitors to keep materials, displays and exhibits on their stand areas, keeping gangways as clear as possible, to aid the build-up and breakdown process.
- **Emergency Gangways:** Communicating the emergency gangway plan to exhibitors and contractors, asking them to keep these gangways clear at all times (where this is not practicable, 50% of the width of the emergency gangways should be maintained for emergency access); marking the emergency gangways on the hall floor using appropriate tape, if the floor surface is suitable - please check with the venue; displaying a copy of the plan in the organiser's office.
- **Working at Height:** Working at height should be covered by a method statement and risk assessment. **Stop the Drop** has useful advice on working safely at height.
- **Rigging:** Agreeing a rigging schedule, including requirements for cherry picker/hoist access; ensuring a banksman is provided and the working area cordoned off; considering the size/complexity of rigs and how long they will be on the ground before being hoisted. Please refer to 'Rigging' for full details.
- **Gangway Carpet:** Scheduling carpet laying and removal and ensuring that gangways are clear to allow these activities to take place safely.
- **Waste:** Advising contractors to remove all construction waste, including carpet, carpet rolls and pallets and advising exhibitors to remove any leftover marketing collateral to avoid incurring disposal costs; discussing the disposal of hazardous or food waste with the venue. See the 'Waste and Cleaning' section for further details.

Build-Up

11 The following should also be considered to assist with a smooth and safe build-up:

- **Mark-out:** Ensuring that an organiser's representative checks that the exhibition floor has been marked out correctly, prior to the construction of any stands.
- **Off-loading:** Discouraging contractors and exhibitors from off-loading the contents of their vehicles into gangways to avoid congestion and delaying the build schedule; encouraging

exhibitors and contactors to load their vehicles according to their build programme, so that the first items required are the first to be unloaded.

- **Housekeeping:** Encouraging work to take place on stand areas and not in gangways, off-site pre-fabrication and painting, protection of the hall floor from any damage and the use of battery-operated equipment to avoid trailing cables across stands.
- **Hot Work Permit:** Organisers should be aware of the venue's process for obtaining a hot work permit and ensure that contractors and exhibitors are aware that a permit is required before any hot works take place, whether inside or outside the halls.
- **Pre-open checks:** Carrying out pre-open checks on the exhibition floor with venue representatives to identify and rectify any issues and ensuring that all relevant sign-offs and other documentation is completed.

12 All construction work must be completed by the close of pre-open day.

Breakdown

13 A breakdown meeting may be held on site between the organiser and venue to discuss the breakdown schedule.

14 It is recommended that organisers distribute a notice to exhibitors during the open period of the event, detailing the breakdown schedule and safety considerations; this may also include advice on waste management and avoidance of dilapidations.

15 Following the closure of an event, breakdown will commence only when the venue has confirmed that the hall is clear of all visitors. The opening of vehicle/cargo doors for contractor access must be authorised by the venue.

16 The breakdown should be managed and monitored to ensure that emergency gangways are maintained and that activities are carried out in a controlled, safe manner. In particular:

- **Security:** Staff should be briefed to allow contractors access to the hall only once breakdown has officially commenced. Providing visitor or exhibitor badges to contractors to enable early access should not be permitted.
- **Trolleys:** Trolley movement should not commence until the venue and organiser have agreed it is safe. Access is usually made available via the vehicle entry/cargo doors, not the visitor entrance.
- **Electrics:** Power is normally switched off 30 minutes after the event closes. Requirements for power to remain on after this time must be ordered through the electrical contractor and should be discussed during the breakdown meeting. Once mains power has been switched off at the end of the event, it will not be switched back on under any circumstances, for safety reasons. Electrical contractors must wait until stands are empty before removing electrical fittings, unless permission has been obtained from the exhibitor.
- **Shell Scheme:** If the removal of specific sections of shell scheme or baffle walling are required to assist with the breakdown, this should be carried out in a safe manner, in a controlled area; removed sections must be safely stored away to avoid obstructions.

Venue Specific Rules

Manchester Central & Harrogate International Centre – General

17 Manchester Central and Harrogate International Centre require all contractors to wear hi-vis during the build-up and breakdown of events at their venues. Exhibitors who are allowed access during periods of stand construction will also be required to wear hi-vis.

Scottish Event Campus (SEC) – General

18 All contractors and exhibitors are required to wear Hi-vis jackets/vests when off-loading and loading vehicles within the halls and in areas immediately outside the halls.

Temporary Demountable Structures

Other relevant sections:

Build-Up and Breakdown	p11
Disability	p34
Stand Construction	p107
Work Equipment/Tools/Processes	p138
Working at Height	p140

Subsections:

- General Guidance
- Additional Requirements for Tiered Seating
- Venue Specific Rules:
 - Scottish Event Campus (SEC) – General
 - Coventry Building Society Arena – General
 - The O2 – General

General Guidance

Definition

1 Temporary demountable structure means any structure assembled and installed for use at an event, which is intended to remain in situ for the event only. This includes grandstands, scaffold, timber and fabric structures, filming and lighting platforms, but excludes exhibition stands.

Compliance

2 Ensure compliance with: Temporary demountable structures: Guidance on procurement, design and use (4th edition) - The Institution of Structural Engineers.

3 Marquees shall comply with the Muta Code of Practice

4 In addition, there may be specific venue requirements. Please check with the venue.

Submission Procedures

5 The following information is required to be submitted to the venue at least 28 days prior to installation:

- A full set of design drawings and calculations for the structure, stating any restrictions for use
- A method statement
- A risk assessment for installation, removal and use

6 Design Considerations:

- The venue should be treated as an 'open' site for wind speed purposes
- The supplier shall carry out a pre-event survey of the venue/site
- The design must include provision for emergency lighting of escape routes

Installation

7 The organiser shall ensure that a competent person supervises the installation and dismantling of the temporary structure.

8 Where fixings to the ground or fixings to existing structures are permitted by the venue, the supplier shall:

- Ensure that all holes are pre-drilled
- Ensure that fixings are capable of withstanding the imposed load(s)
- Take all reasonable measures to ensure that there are no buried services within the immediate locality (e.g. carry out a CAT scan)

Certification

9 On completion of installation and before it can be used by the public, the organiser shall submit to venue certification signed by a structural engineer, stating that the structure has been installed in accordance with the design and certifying that it is safe for its intended use.

Event Open Period

10 The supplier is responsible for the structural integrity of the temporary structure at all times. A qualified and competent technician must be available on-site during all open periods, if required by the venue and on 24-hour call at all times.

11 Emergency call-out contact details must be provided to the venue.

12 Combustible materials must not be stored underneath raised areas.

Additional Requirements for Tiered Seating

Plan Submission

13 A 1:200 DWG drawing of the seating layout must be submitted for approval to the venue **prior to any tickets being sold for the event**, to ensure that the layout has sufficient exits.

Daily Inspection

14 The seating must be checked by a seating engineer/competent person on a daily basis and the sign-off passed to the venue.

15 Inspections should include the following as a minimum:

- Components align vertically and horizontally from above and below system
- Handrail spigots and pins/bolts fully engaged and securely located
- Rails in place – ends of gangways and stair landings
- Stair frames braced and secure flight fixed
- Half steps secure, handrails and nosing properly fitted
- Seats and seat frames undamaged, in line and level
- Seat backs not dislodged, splitting or warping
- Floor panels secure not splitting or warping
- Exits signed, unobstructed
- All light fittings secure and working including emergency lighting
- Mechanical damage

Venue Specific Rules:

Scottish Event Campus– General

16 In Scotland, under the Civic Government (Scotland) Act 1982, structures of a certain height may be inspected by Glasgow local authority. All staging, seating or platforms 600mm or higher with an individual or others using/occupying them, will require a 'section 89' application to be lodged in advance with Glasgow local authority. Contact the venue in the first instance to process this information.

Coventry Building Society Arena – General

17 Any structure that holds more than 20 people at any one time must have a section 39 application approved by Coventry City Council. It is the organiser's responsibility to inform the Arena if they have any structures that meet this regulation 28 days before tenancy. Please contact your Event Manager to start the application process.

The O2 – General

18 The O2 requires a Section 30 for any temporary structure. If a temporary structure is erected for 28 days or more, a full plans application is required.

Disability

Other relevant sections:

Signage	p97
Stand Construction	p107
Temporary Demountable Structures	p126
Work Equipment/Tools/Processes	p138
Working at Height	p140

Subsections:

- The Law
- Organising Accessible Events
- Further Information

The Law

1 Event organisers must meet their obligations as 'service providers' under the Equality Act. The Act states that a service provider has a responsibility to anticipate the needs of disabled customers; they must ensure that deaf and disabled people are not treated less favourably than non-disabled people and that access and the same standard of service is available to all.

2 Health and safety legislation has primacy over the Equality Act.

Organising Accessible Events

Publicity and Access Information

3 Websites should meet required standards of accessible design. Web content accessibility guidelines (WCAG) can be found here.

4 Information should be available in different formats, such as large print, audio and braille, if requested within reasonable timeframes.

5 Promotional information should include details of adjustments that have already been made, including facilities provided by the venue, to help disabled people plan their visit.

6 Videos or films should be audio described, subtitled and BSL interpreted.

7 Information about how to reach the venue should include arrangements for disabled people.

Booking Tickets

8 A policy on how disabled people book tickets should be clearly communicated on publicity material and to ticket agencies, if appointed. A variety of booking options should be available, such as a staffed phone line, fax, SMS, email and in person.

9 Disabled people should be able to apply for an extra ticket, free of charge, if they are unable to attend without a companion.

Event Layout & Stand and Feature Design

10 The layout and design of an event should be planned to ensure all visitors can safely and easily travel around it.

11 Features should be designed with access for disabled visitors in mind. Level access to features is important for wheelchair users, people with other mobility impairments and people with visual impairments. Measures such as ramps can be used where access is required above ground level.

12 Consideration should be given to providing a quiet room for rest.

13 Exhibitors should be encouraged to design their stands without platforms, where practicable, and they must incorporate a ramp into any platform so that customers can be served on the stand and not from the gangway. Where multi-levels are used without ramped access, customers must be offered the same service at ground level. Further details can be found in the Stand Construction section.

Event Access

14 Arrangements for cars, taxis and coaches to set down passengers as close as possible to the entrance of the event should be considered.

Disability Equality Training

15 Disability equality training is essential for front-line staff who interface with members of the public.

Auxiliary Aides and Support

16 Hearing induction loops should be provided at information points and their availability clearly signed.

17 If reasonable notice is received, the organiser is responsible for providing additional assistance for disabled visitors, such as communication/language service professionals.

Further Information

18 An overview of service providers' responsibilities under the Equality Act can be found [here](#).

Work Equipment/Tools/Processes

Other relevant sections:

Build-Up and Breakdown	p11
Dilapidations/Damage to Venue	p33
Disability	p34
Lifting Operations	p72
Stand Construction	p107
Temporary Demountable Structures	p126
Working at Height	p140

Subsections:

- Work Equipment
- Access Equipment
- Working Platforms
- Lifting Equipment
- Work Tools
- Working at Height
- Fixing to the Premises
- Floor Loading

Work Equipment

1 Work equipment must comply with the Provision and Use of Work Equipment Regulations (PUWER). Lifting equipment must comply with the Lifting Operations and Lifting Equipment Regulations (LOLER).

2 Work equipment must be appropriate for the work activity. Industrial equipment must be used; the use of 'domestic' quality equipment is not acceptable.

3 Risk assessments and method statements specific to the use of the relevant equipment shall be available.

4 Construction and deconstruction activities must take place within the stand area.

Access Equipment

5 Scaffold towers must be built and used in accordance with the manufacturer's instructions. Where the working platform is more than 3 times the minimum base dimension, outriggers must be used.

6 Powered access equipment shall have been inspected and tested for safety in the previous 6 months. It must only be used by competent persons trained in the use of the equipment who can provide a valid licence or training certificate.

7 Operators must comply with current IPAF guidance.

Working Platforms

8 Any surface from which work is carried out, including roofs, floors, platforms and scaffolds shall be fitted with guardrails.

9 Ladders may only be used as working platforms when it is not reasonably practicable to use alternative means and the risk assessment identifies the work activity as low risk.

Lifting Equipment

10 Lifting equipment includes fork lift trucks, hoists and winches, chain blocks and chain hoists and all associated tackle, including shackles, wire rope, slings, rings and harnesses and all safety attachments.

11 All persons using such equipment shall be competent to do so and shall have undertaken an assessment to select the appropriate equipment to be used. All equipment shall be visibly marked as having been inspected and tested within the previous 6 months.

Work Tools

12 Electrical tools shall be regularly inspected and tested.

13 Woodworking machinery shall only be used with an effective local exhaust ventilation (LEV) workplace fume and dust extraction system. A noise assessment may also be required. Machining of MDF and chipboard is not permitted on site.

Working at Height

14 Where work at height is necessary, a risk assessment must be carried out to identify the appropriate means of access, e.g. step ladders, zarges, mobile tower scaffold or powered access equipment.

Fixing to the Premises

15 Fixing of any sort to any part of the interior or exterior of the premises, including floors, is not normally permitted, but may be allowed at certain venues. Please contact the relevant venue for information.

16 Where applicable, only venue approved carpet tape may be used for fixing floor coverings to the hall floors. Any damage to the fabric of the building will be repaired by the venue at the organiser's expense.

Floor Loading

17 The transportation and location of heavy exhibits/structures must conform to the venue's weight limits, which must not be exceeded.

18 The organiser must inform the venue in advance, of any load which may exceed that normally permitted, so that an engineered solution may be found, if possible.

19 Floor loading limits and the required dimensions of base plates vary considerably; please check the specific information provided by the venue.

Working at Height

Other relevant sections:

Build-Up and Breakdown	p11
Disability	p34
Stand Construction	p107
Temporary Demountable Structures	p126
Work Equipment/Tools/Processes	p138

Subsections:

- General Guidance
- Ladders

General Guidance

1 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.

2 The Work 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).

3 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
- 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
- Account is taken of the risk assessment carried out for the activity
- They do all that is reasonably practicable to prevent anyone falling, including preventing live edge working
- 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 selected
- The risks from fragile surfaces are properly controlled
- The risks from falling objects are properly controlled
- Where ladders are used, these are industrial, not domestic quality

Ladders

4 All reasonable steps should be taken to eliminate or minimise the risks associated with work at height through efficient work planning and selection and use of safe working platforms or other suitable equipment, including ladders and stepladders.

5 Where work at height cannot be avoided, safe means of access and safe systems of working must be used. As far as steps and ladders in particular are concerned, the following should be considered:

- What they are to be used for
- Industrial quality and not domestic
- Duration of the work
- Training and abilities of users

6 Ladders can be used as working platforms when it is not reasonably practicable to use alternative means and a risk assessment identifies the activity to be undertaken is low risk.

7 Ladders must be used in accordance with manufacturer's instructions at all times. Additionally, the following guidelines must be followed:

- Leaning ladders must be placed at the correct angle
- Ladders should only be used on level ground and must be secure e.g. suitably tied or, as a last resort, footed
- The top treads or steps must not be used as a platform for work
- Users should face the ladder at all times whilst climbing or dismounting
- Stepladders should not be used sideways-on where sideways loads are applied
- Only one person should climb or work from a ladder or a stepladder
- Users should not overreach
- Steps and ladders should be checked for suitability and defects each time they are used

Lifting Operations

Other relevant sections:

Build-up and Breakdown	p11
Rigging	p85
Risk Assessment	p89
Work Equipment/Tools/Processes	p138

Subsections:

- General Guidance
- Organiser's Responsibilities
- Contractors'/Operators' Responsibilities
- Additional Information

General Guidance

1 A 'lifting operation' is 'the lifting or lowering of a load'. A 'load' is the item being lifted, which includes a person, or people.

2 The Lifting Operations and Lifting Equipment Regulations (LOLER) and the Provision and Use of Work Equipment Regulations (PUWER) are the UK regulations that place duties on people/companies who own, operate or have control over lifting and other work equipment.

3 Examples of lifting equipment include:

- overhead cranes and their supporting runways
- patient hoists
- motor vehicle lifts
- vehicle tail lifts and cranes fitted to vehicles
- goods and passenger lifts
- telehandlers and fork lifts
- mobile elevated work platforms (MEWPs)
- lifting accessories

4 Lifting accessories are pieces of equipment that are used to attach the 'load' to the lifting equipment. Lifting accessories must be included when determining the overall weight of the load.

5 Examples of lifting accessories include:

- fibre or rope slings
- chains (single or multiple leg)
- hooks
- eyebolts
- spreader beams
- magnetic and vacuum devices

Organisers' Responsibilities

6 Where lifting operations are to be carried out, ensure that:

- lifting operations are considered within the overall event risk assessment
- lifting plans are obtained from appointed contractors that detail the equipment to be used (including accessories), the loads to be lifted/carried, CE certification, a declaration of conformity, plant service inspection records and statutory inspection certificates

- risk assessments are provided by the contractor
- lifting operations are undertaken only by competent persons
- operators' licences are valid, in-date and suitable for the type of equipment to be operated
- the works are supervised to make sure they are being done safely
- fuel leaks are reported to the venue

Contractors'/Operators' Responsibilities

7 Contractors/operators must:

- provide a risk assessment, method statement and lifting plan to the organiser
- raise any issues with the organiser during the planning stage that may affect safe working
- manage activities detailed in the risk assessment, method statement and associated lifting plans
- provide and use equipment that is free from damage and fit for purpose
- inspect equipment before using it and if issues are identified, report them and remove the equipment from use
- only use competent staff
- ensure that forklift trucks are labelled and numbered, so that the equipment and its operating company can be identified in the event of safety concerns, near misses or accidents
- comply with the venue's and organiser's site-specific requirements
- ensure that the lifting equipment is supplied with spill kits in case of fuel/hydraulic leaks
- wear personal protective clothing as required
- secure loads to be lifted and avoid over-loading
- ensure that the safe working load and any venue weight restrictions are not exceeded
- use the safety devices installed in the lifting equipment (flashing beacon; audible & visual warning; seatbelts)
- give way to pedestrians when operating inside the hall
- transport loads at low level
- use an experienced banks-man when visibility is reduced or for complex manoeuvres
- co-ordinate dual lifting operations
- follow the rider's instructions when using a working platform or personnel basket
- make statutory inspection certificates and documented pre-use visual inspection checklists available for inspection
- avoid working under suspended loads
- report fuel leaks to the organiser
- carry out LPG cylinder changes in an outside area
- switch off, isolate and lock off equipment when not in use to prevent unauthorised operation
- remove old cylinders from site

Additional Information

8 Additional information is available from the HSE's INDG290 guidance document.

Dilapidations / Damage to Venue

Subsections:

- General Guidance

General Guidance

- 1** All necessary precautions should be taken to protect the fabric of the building from damage during the construction and dismantling of stands and features.
- 2** Any damage to the venue, over and above normal wear and tear to the building will be charged accordingly.
- 3** This includes the removal of carpet tape, fixings and nails and cleaning/repair of any other damage to the floor however caused.



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eGUIDE

August 2022



Electrical installation & testing
sub section

Guidance for events in
UK Venues



ASSOCIATION
OF EVENT
VENUES

Resource Background

What is the eGuide?

The eGuide brings together guidance for achieving common standards of health, safety and operational planning, management and on-site conduct for events at all participating AEV member venues. The scope and development of the eGuide follows extensive consultation with operations professionals within the exhibition and event industry in order to ensure an overall approach that remains broadly acceptable to the community. The status of the eGuide is similar to that of an Approved Code of Practice. It is an industry-specific guide developed by authorised professionals from the UK event venues. It incorporates health, safety and operational practices that represent compliance with Building Regulations and health and safety legislation.

Now recognised as the industry's best practice document, the eGuide is continually reviewed by working industry professionals who represent the best advice currently available, and who themselves have to work within the guidelines in their own professional capacities. Senior representatives from ACC Liverpool, Alexandra Palace, Business Design Centre, ExCeL London, Farnborough International Exhibition and Conference Centre, Harrogate Convention Centre, Manchester Central, NEC, Olympia London, QEII Centre, Coventry Building Society Arena, SEC, Stadium MK, Silverstone, Telford International Centre, The Brighton Centre, The O2 and Yorkshire Event Centre currently sit on the **eGuide working group**, meeting twice a year to steer the guidance thematically and address any complex or contentious topics. A number of additional venues also participate in this process and are gradually moving towards formal adoption of the document themselves. Additionally, **the eGuide sub-committee** works all year round to maintain the detail of the document, ensure consistency and simplify rules and regulations to the greatest possible extent.

The current eGuide sub-committee comprises:

Tim Byrne – ExCeL London

Matt Constance - ExCeL London

Ian Tynan - ExCeL London

Michelle Baldwin - NEC

Siân Richards - Olympia London (Chair of the eGuide working group)

Paul Brough - Olympia London

Kimberley Cassidy – SEC

Tracy Mitchell-Slater – SEC

Jill Wadge - SEC

Instructions from this group are subsequently collated and actioned in the document by Alden Arnold, Project Manager, Association of Event Venues.

By coming together, and proactively seeking to identify where working conditions and regulations are common (or, due to unique site circumstance, different), contributing venues are, in essence, providing the answers to questions that organisers and supplier companies may have resulting in more efficient on-site activity, a smoother operation for the event organiser, and, therefore, a more polished product for the client, exhibitor and visitor.

In competent hands these guidelines should be an invaluable tool, simplifying health & safety planning and management and other operational issues on the floor.

Application

For the purposes of this document the word 'event' will generally apply to any event held in the participating eGuide venues. It must be noted that in multipurpose venues where exhibitions, conferences and other like events can be run alongside sporting fixtures or musical entertainment in arenas, other guidance or legislation may be more applicable for specific activities.

How to Use and Engage with the eGuide

The eGuide will save hours of painstaking and detailed work for any AEV venue seeking to maintain regulations that are compliant with UK law. Notwithstanding a few points of detail, which can be separately annotated, any AEV member venue that hosts any degree of exhibition business activity should be able to adopt these guidelines wholesale. The guide equally provides the basis for organisers to plan the operational management of their event and for suppliers and clients/exhibitors to understand what is required of them.

It must be stressed, however, that this is a **guidance** document. If meticulously followed, it should ensure that users are compliant with current health and safety law. Nevertheless, the particulars of each exhibition (or similar event) should still be considered on an individual basis and venues, organisers, suppliers and clients/exhibitors must all remember that it is ultimately their responsibility to ensure that they address health & safety, and other operational issues properly, in compliance with the law.

It must also be stressed that all employers have a legal duty to employ staff that are competent to manage health & safety, and other operations that are relevant to their level and range of responsibilities. This guidance alone is not a substitute for proper training and experience.

The committee welcomes any constructive comment on these guidelines. If you feel you can contribute, please email eguide@aev.org.uk, and your point will be considered at the next committee meeting.

If you require additional health & safety support there are a number of specialist companies providing consultancy, training and floor management capabilities within ESSA and AEO Associate membership.

EIA note on legal compliance

The Association of Event Venues (AEV), Association of Event Organisers (AEO) and Event Services and Suppliers Association (ESSA) are managed by the Event Industry Alliance (EIA) secretariat. EIA advocates those members of all three associations work within or beyond the requirements of UK law. Where a British standard, Health and Safety Executive (HSE) guidance, approved code of practice, other central or local government guidance or examples of case law suggest that specific working methods or standards are needed to meet the requirements of UK law, the EIA advocates that members adopt these. In instances where groups of members wish to collaborate on finding alternative, but equally as safe, methods of work that they feel are more suited to the operational constraints of the event industry than those described elsewhere, the EIA will facilitate that collaboration and any benchmarking or hazard and operability study (HAZOP) activity that is required, advise members of their specific duties and liabilities and, where requested, publish their findings, typically within the eGuide. The EIA cannot and does not however officially advocate any standard or working practice other than those produced by HSE, British Standards Institution (BSI) or other government agencies and offices, whether published within the eGuide or not, and reminds all organisations, members and non-members alike, that it is their individual responsibility to assess the risks of their work and to establish practices that comply with the law and that prevent work-related injury and ill-health.

Electrical Installation & Testing

Subsections:

- General Guidance
- Competence Requirements and Definitions
- Note on UK Electrical Supplies
- Stand Installations
- Testing
- Re-Testing
- Modification or Addition to Stand Installations
- Appliances
- Responsibility
- Floor Ducts & Service Tunnels/Overhead Walkway
- Main Switchgear & Distribution
- Earthing
- Electrical Wiring
- Lighting Circuits
- Special Lighting Systems
- Separated Extra Low Voltage Lighting Systems
- Protection of Wiring
- Local Switches & Socket Outlets
- Electric Motors
- Guarding Equipment
- Transformers & Frequency Converters
- Space for Working
- Chokes & Capacitors
- Lighting of Cages
- Lighting of Signs
- Lighting of Showcases
- Electrical Discharge Lamp Installation
- Electrical Cookers, Kettles, Irons, Radiators etc.
- Batteries
- Harmonic Distortion
- Electromagnetic Compatibility
- Mains Supply
- Mains Supply Cables
- Appendix 1: Forms
- Appendix 2: Inspection & Testing regimes
- Venue Specific Rules
 - The O2 – General

General Guidance

1 The Electricity at Work Regulations, notably regulations 4 and 16, describe the requirement that "All (electrical) systems shall **at all times** be of such construction as to prevent, so far as is reasonably practicable, **danger**" and that "No person shall be engaged in any (electrical) work activity where technical knowledge or experience is necessary to prevent **danger** or **injury**, unless he possesses such knowledge or experience, or is under such degree of supervision as may be appropriate having regard to the nature of the work". The official HSE guidance to the Electricity at Work Regulations suggests that "BS 7671 is a code of practice which is widely recognised and accepted in the UK and compliance with it is likely to achieve compliance with relevant aspects of the Regulations". Absolute compliance with the BS 7671 standard is therefore generally considered to be the strongest legal defence for any given party in the event of legal action following an electricity related accident, and some AEV venues may subsequently make this approach to electrical work a

condition of tenancy.

2 However, unless stated otherwise as a “Venue Specific Rule” official eGuide adopting venues have agreed to accept the following, modified guidance as an acceptable minimum standard for electrical installation within their halls (effective from July 1st 2012). This is an independently created methodology, developed from 2008 by a specialist ESSA/AEV facilitated task force consisting of senior members of the event venue, electric and safety communities, and where adopted is believed, by them, to deliver a strong legal defence given the unique operational challenges in the event production environment. Under the auspices of the general eGuide committee, the task force is road-mapped to review and develop this guidance on an ongoing basis against future legislation and emerging technological and methodological advancements and remains proactive in seeking comment and insight from both inside and outside of the event industry.

3 It is stressed, however, that venues, organisers and electrical contractors must all make their own decision as to what constitutes compliance with the law by means of a suitable and sufficient risk assessment (taking into consideration the unique profile of each project and, where appropriate, advice from their health and safety adviser, legal representative and insurer).

Competence Requirements and Definitions

Electrician (testing, labour control, fault finding)

4 Qualified to the standard of City and Guilds 2360 part 1 and part 2 or City and Guilds 2330 part 1 and part 2 – or equivalent – plus in either case an appropriate 18th edition qualification.

Competent Person (installation)

5 Qualified by training and experience having worked in the exhibition electrical industry for at least 5 years, and be able to prove this via provision of a reference from a ESSA/AEV Technical Committee member or AEV/ESSA Board Member, or possession of a professional card such as a JIB card, or others as stipulated by ESSA/AEV Technical Committee.

Mates Wirer, helper

6 Always under supervision, working with a competent person or electrician.

Apprentice

7 Undergoing educational training. Never works unsupervised.

Labourer

8 Can mechanically fix no part of the wiring process. Never works unsupervised.

Note on UK Electrical Supplies

9 For non-standard voltage and frequencies, the client may be allowed to bring suitable voltage transformers and frequency converters if written permission is given by the venues approved person. The venue will not supply electricity to any installation, which does not comply with these regulations or requirements.

Stand Installations

10 It is the responsibility of the persons undertaking the electrical installation to ensure that the specifications for installation laid out in this document have been complied with and that they have either (if suitably qualified) **undertaken appropriate inspection and testing themselves** to verify compliance **or have arranged for the event’s official electrical contractor to do so**.

11 Orders for all temporary supplies for use during build-up or breakdown shall be placed with the official event electrical contractor, together with full details of the specific intended use of the supply; this must be approved in writing by the official contractor as appropriate.

Testing

12 The person undertaking the testing and inspection must be an Electrician as defined by this document.

13 Once the installation is complete the Electrician must carry out a visual inspection. Upon satisfactory completion of the inspection, a series of tests must be carried out. The first tests need to be carried out with the supply turned off, and the results recorded on a test form as shown in appendix 1 of this document.

14 Once these “dead tests” have been successfully completed the electricity supply can be connected, energised and live testing undertaken. If the supply requires energising by the venue, the Electrician must sign and submit the test form to the venue. On receipt of a correctly completed and signed form the venue will, energise the system. If a test form or an installation is found by the venue to be unsatisfactory, the Electrician responsible for the installation shall be advised and the supply will not be connected or may be disconnected by the venue. The Electrician, must rectify all faults and advise the venue when the installation is ready for re-inspection by resubmission of a test form. Test forms must be equivalent to the sample in appendix 1.

Re-Testing

15 Where stands are being tested by the event’s official electrical contractor and fail the test as a result of the installation not being finished, a charge will be made for re-testing. Also, where stands fail the official contractor’s test, for whatever reason more than twice, a charge will be made for re-testing.

Modification or Addition to Stand Installations

16 If, after initial inspection and energising of mains supplies, modifications or additions are made to the stand installations, these must be recorded, tested and inspected by the Electrician undertaking the inspection and notified to the venue.

Appliances

17 It is the owner or user’s responsibility to ensure that portable appliances are safe to be plugged into the electrical system. The event organising company must ensure that the product owner is aware that it is their responsibility to make certain their appliance is safe.

Responsibility

18 The venue will not accept responsibility for:

Delays

19 Delay in energising installations found unsatisfactory or where insufficient time has been allowed for testing.

Faults

20 Any faults discovered in installations after testing and energising by the venue.

Floor Ducts and Service Tunnels/Overhead Walkways

Exclusion

21 Ducts set into the floors of the hall and the service tunnels under the floors of the halls, where applicable, do not form part of the hired floor space. Access to and use of the floor ducts is limited to employees of the venue, or contractors employed by the venue, for the purpose of installing main supply cables and piped services.

Limited Use

22 The venue will consider limited use of the floor ducts, where applicable, for purposes other than those specified above, provided that the installation in the ducts is carried out by or under the supervision of the venue mains installer and that such use has been agreed in writing, prior to the commencement of the licence period.

Access

23 No person shall enter the service tunnels, switch rooms or other service areas without permission in writing from the venue mains installer or his nominees.

Main Switchgear and Distribution

Block Mains

24 A single mains cable may be installed to supply a block of up to six adjoining stands. Approval will only be given for this where the electrical installation is on continuous walling, on all stands within the block *and* is the responsibility of a single contractor. The crossing of gangways via fascia or floors with sub-mains shall be prohibited, unless where authorised by the venue.

25 24-hour VENUE mains supplies shall **NOT** be used as block mains, unless authorised by the venue.

26 Specialist exhibitions that necessitate 24-hour block mains will be considered for exemption from this ruling provided that suitable and sufficient risk assessments accompany the request which must be presented to the venue no later than 28 days prior to the exhibition build up.

Minimum Cable Size (Sub-Mains)

27 The minimum acceptable cable size (subject to 20A loading) for the wiring of block sub-main supplies shall be 2.5mm².

Isolation

28 Each mains supply shall have its own means of isolation. Each of the stands on a block fed from a single supply shall have its own means of isolation situated in an accessible position on the stand.

Location of Boards

29 Distribution boards and similar equipment shall be installed adjacent to the fused isolators provided by the venue. The mounting board provided by the contractor for this equipment shall be of sufficient size to allow the fused isolator provided by the venue to be fixed thereon. The distribution board shall be provided with suitable cable entry protection and tested prior to arrival on-site.

30 Switch and fuse gear, motor controls, starters etc. shall be readily accessible, suitably connected and out of reach of the public. The electrical contractor responsible for the stand installation shall supply suitable cabling to connect his installation to the fused isolators on the main supply cables supplied by the venue.

External Supplies

31 Supplies external to halls shall generally be limited to a maximum rating of 100 amps 3 phase Neutral and Earth or 100 amps single phase Neutral and Earth.

32 Where circumstances dictate supplies exceeding 100 amps as absolutely essential, these will only be provided following full consultation with the venue.

33 Earth leakage (RCD) protection of not more than 30 mA rating shall be provided (by the official electrical contractors) for all wiring beyond the termination point of the venue's supply.

Earthing

Regulations and Codes of Practice

34 Metal conduit, metal casing of apparatus, frames of motors etc. shall be efficiently bonded to earth using the earthing system provided within the venue's permanent electrical distribution system. This regulation shall apply to all matters covered by the British Standard 7671 (IEC 364) referred to in clause 1. Where separate special regulations and codes of practice have been prepared and approved by the Authorities (e.g. electrical installations in caravans, electromedical equipment, "all insulated apparatus", and appliances which conform to the standards of double insulation) the current edition of these special regulations shall take precedence.

Lighting Fittings

35 At every lighting point an earth terminal shall be provided and connected to the earth continuity conductor of the final sub-circuit.

Metal Framework

36 Where the electrical bonding to earth of metal framed stands, metal water pipes, sinks and other items is necessary, this shall be to an earth conductor which terminates at the venue's electrical supply. The bonding conductor shall have a minimum cross section area of 6mm². Under no circumstances shall any of these items be used as the sole means of earthing an electrical installation.

37 Where block mains are employed on metal framed stands, the stand framework shall be bonded at the incoming main position and also at the termination point of **every** sub-main. The bonding conductor shall have a minimum cross section area of 6mm².

Insulation Sleeving

38 Every earth continuity conductor shall, wherever exposed, including within all termination enclosures, be totally insulated using green and yellow PVC sleeving.

Use of Residual Current Devices (RCD's)

39 Final circuits rated up to 32A shall be provided with additional protection to reduce/control the risk of electric shock from direct contact by the fitting of an RCD with an operating current not exceeding 30mA and a tripping time not exceeding 40mS at 5IAN. RCD's are considered as supplementary protective devices and should be installed in addition to an approved rated fuse or other excess current devices. RCD's shall be performance tested immediately before or at each show and at least annually.

Electrical Wiring

Material Specification

40 Stand wiring may be thermoplastic, elastomeric or other plastic sheathed cable, not less than 1.5mm² cross sectional area and 300/500-volt grade, complying with the relevant and current British Standard and with a current density not exceeding that recommended in the relevant and current British Standard.

41 Flexible cables used for circuit wiring in approved manufactured systems, must also have a current density not exceeding that recommended in the relevant and current British Standard.

Identification

42 Identification of all wiring shall be in accordance with the colour or numbering systems recommended by BS 7671 (IEC364).

Joints

43 Joints shall not be made in cables except where necessary as a connection to equipment/accessories. In such cases insulated screwed connection shall be used, and shall be in totally insulated enclosures.

Metal Sheathed Cable

44 Mineral insulated metal sheathed cable may be used in approved conditions and where it is not liable to mechanical damage.

Current Capacity

45 Current capacities must be in accordance with the "exposed to touch" conditions of BS 7671 (IEC364). All joints, connections, terminations and fixings etc. must be made using accessories, which are specifically designed for use with the type of cable installed.

Excess Current Protection

46 All circuits must be separately protected for excess current with fuses or other means of close excess current protection.

Lighting Circuits

Maximum Capacity

47 Lighting circuits, serving more than one fitting, shall not carry more than 1200 VA and all sections of the wiring system shall be capable of carrying its circuit full load current. Where discharge lighting is connected the appropriate reduction shall be made (normally to 800VA). All apparatus over 1000 VA shall be individually fused.

Mains Load

48 Where the lighting load to any stand or feature is in excess of 14000 VA, the circuit shall be arranged to be suitable for connection to a 3-phase supply with neutral and phase conductors being of equal size.

Flexible Cords

49 Flexible cords or cables used in approved manufactured systems for circuit wiring shall have a cross sectional area of not less than 1.5mm² and comply with the relevant and current British Standard.

50 Flexible cords shall be of circular section, fully insulated and sheathed, and the only form of jointing shall be purpose made non-reversible flex connectors, being shrouded and having an earth terminal.

51 For static appliances, flexible cords shall not exceed 2 metres in length and for mobile appliances (e.g. vacuum cleaners) the length shall be kept to a minimum.

Lamp Holders

52 Lamp holders of lighting systems must have screw clamp or screw terminal connections between the conductors and the plungers of the lamp holders. Lamp holders using spikes for connections shall not be used.

Suspended Lighting Fittings

53 Suspended lighting fittings (other than single lamp pendants) shall be provided with adequate means of suspension independent of the electrical conductors. Heavy lighting fittings shall be provided with a secondary means of suspension.

Special Lighting Systems

Track Lighting Systems

54 These may be used provided the track and all the accessories are of the same make, and also provided the loading on the system is compatible with the rating of the sub-circuit wiring and fuse, and complies with the requirements of "Earthing" and "Protection of Wiring" sections.

Other Lighting Systems

55 Only systems designed and manufactured to suit their intended use shall be permitted and these must comply with **all** other aspects of these regulations. Where a system is wired in flexible cords and cables wholly or in part, an RCD of maximum rating of 30mA tripping current shall be installed at the source of the installation and fitted in an accessible position for switching, testing and resetting purposes. Suitable overcurrent protection must be provided.

Client's Own Equipment

56 Where "client's own" equipment is used this must comply with all regulations and is subject to testing and spot checks.

Separated Extra Low Voltage Lighting Systems Previously Known as Safety Extra Low Voltage Lighting System

Transformers

57 Multiple connection Separated Extra Low Voltage (SELV) Transformers shall be of Class II safety isolating type conforming to the relevant and current British Standard, or providing an equivalent degree of safety, having a fused primary connection. Every secondary connection shall be individually fused to its appropriate rating or shall be fitted with a manual re-set protective device approved by the venue.

58 Transformers shall be clearly labelled indicating the precise details of any integral secondary circuit protective device: that they are manually set and shall include the rated transformer power output in VA.

Positioning

59 Particular care shall be taken when installing SELV transformers, which shall be fixed at high level, allowing adequate ventilation and access for testing/fuse replacement.

Cable Sizing

60 Selection of cabling for SELV circuits shall take into consideration both volt drop and current carrying restraints subject to a maximum volt drop on 12v supplies of 0.6 volts. Cabling from SELV transformers supplying Extra Low Voltage track shall be of sufficient size for the full current rating of the transformer.

SELV Fitting

61 Shall comply fully with IEC598 and the relevant British Standard.

Catenary/Uninsulated Pole Low Voltage Systems

62 The use of uninsulated catenary or uninsulated pole separated extra low voltage systems is prohibited.

Earthing of SELV Equipment

63 Secondary windings of SELV transformers, fittings and lighting track connected to same **shall not** be earthed.

Power Circuits

64 Circuits feeding 13 amp socket outlets shall be radials. Where there is more than one socket per circuit, the maximum rating of the over-current protective device shall be 16A amps. Total load shall not exceed 3000 watts and not more than 3 sockets shall be permitted on that circuit. A 30mA RCD protective device shall be fitted.

Coils/Reels of Flexible Cord/Cable

65 Coils of flexible cord or cable loose or on reels and forming part of the circuit shall not be permitted.

Protection of Wiring

Final Stand Wiring

66 All electrical wiring, where liable to mechanical damage or interference, shall be tough overall sheathed or armoured or enclosed in protective conduit, trunking or cladding. Conductive materials including flooring used to provide mechanical protection shall be efficiently continuously bonded to earth. Where tough overall sheathed cables are used without further protection, e.g. without armour or protective conduit trunking or cladding, such cables shall have stranded conductors and shall have a degree of flexibility. A 30mA RCD must be fitted to final stand wiring circuits up to 32A.

Temporary Supplies

67 The wiring of temporary supplies shall be subject to the requirements above. In circumstances where full mechanical protection is impracticable the supply may be provided if 30 mA RCD protection is installed.

Local Switches and Socket Outlets

Local Switches

68 Local switches shall be fixed out of reach of the public and shall be mounted and protected in a similar way to distribution fuse boards.

Socket Outlets

69 Socket outlets shall be of the switched type to BS 1363 (198A) of metal clad industrial type or suitable equivalent to BS 1363 (1995) for mechanical protection and be provided with suitable cable entry protection.

70 Socket outlet enclosures shall be securely fixed to walls, partitioning or floors in such way that they shall not be subject to mechanical damage and shall be located not less than 2 metres (measured horizontally) from any sink unit. Suitable consideration must be given to the ingress of moisture. Wall sockets shall be a minimum of 300mm above floor or work surface level.

Water Heaters

71 Water heaters shall be connected via fused spur outlets – **NOT SOCKET OUTLETS.**

Floor Sockets

72 Where a floor mounted socket outlet is essential, it shall be adequately protected from the accidental ingress of water, and shall be of surface mounted pattern.

Plugs

73 Not more than one flexible cord shall be connected to one plug.

74 The rating of fuses in fused plugs shall be appropriate for both the equipment and flexible cord connected thereto. Non flexible cords shall not be connected into plugs.

Adaptors

75 Multi-way plug-in type and bayonet adaptors shall not be used.

76 The use of trailing/block type 4-way fused sockets shall be restricted to the following: One 4-way unit per fixed socket outlet, subject to a maximum loading of 500 watts total and its plug shall be fused accordingly.

77 A maximum flexible cord length of 2 metres from plug to trailing block unit.

Electric Motors

Isolators

78 Every motor shall be provided with an effective means of isolation on all poles and such isolators shall be adjacent to the motor which they control.

Starting

79 Motors in excess of 7.5 kW (10 hp) shall be fitted with current limiting devices for starting, e.g. shall not be started "direct-on-line". Where, however, the "direct-on-line" starting of a motor is essential to the satisfactory operation of the machine, details of such requirements shall be submitted in advance to the venue for dispensation.

Overload and No Volt Release

80 Every motor in excess of 0.375 kW (½ hp) shall be fitted with a starter having an overload release in each phase line.

81 Every motor shall be provided with a suitable means to prevent automatic restarting after a stoppage, due to a drop in voltage or a failure of the supply, where unexpected re-starting of the motor might cause danger.

Guarding Equipment

Electrical Equipment and Exhibits

82 Electrical equipment and exhibits shall be guarded as necessary to prevent accidental contact with live metal, moving parts, live terminals etc. and accidental short circuiting.

Conditions of Operation

83 Proper consideration shall be given to the conditions under which the equipment is being demonstrated, which may well differ from the conditions under which it is normally installed and for which the normal safeguards will no longer be appropriate.

Lighting Fittings

84 Lighting fittings mounted below 2 metres from floor level or otherwise accessible to accidental contact shall be firmly and adequately fixed and so sited or guarded as to prevent risk of injury to persons or damage to materials.

Heat Generation

85 Incandescent lamps and other apparatus or appliances with high temperature surfaces shall, in addition to being suitably guarded, be arranged well away from combustible exhibits and in such a manner as would prevent contact therewith. Stands containing a concentration of electrical apparatus, lighting fittings or lamps liable to generate abnormal heat shall have well ventilated ceilings, which shall be made of non-combustible materials.

Transformers and Frequency Converters

Step-up Transformers

86 Step-up transformers shall not be installed without the written permission of the venue. Where such permission is requested, drawings and full details shall be submitted at the time of application. Where, however, step-up transformers are used as an integral part of any electronic or similar apparatus, appliance or equipment, and providing the use of such step-up transformers conforms to the customary practice within a particular industry, no such permission will be required.

Step-Down Transformers

87 Step-down transformers shall have separately wound primary and secondary windings. The iron core and frame shall be connected to earth. In addition to the normal fuse protection on the phase line(s) of the primary circuit, the secondary protection in the phase line(s) and with three phase transformers, the neutral connected to earth.

Auto-Transformers

88 Auto-transformers shall not be used, except as an integral part of motor starters, unless the written permission of the venue has been obtained.

Location

89 Transformers shall be placed in positions out of reach of the public and must be adequately ventilated.

Oil-Filled Transformers

90 Oil-filled transformers containing more than 20 litres of oil shall be mounted in a suitable catch-pit or tray capable of containing the entire quantity of oil plus a margin of 10%.

Frequency Converters

91 The venue shall be notified in advance of the intention to provide apparatus to convert the frequency of the electrical supply to any machine or exhibit.

Space for Working

92 Electrical apparatus (other than exhibits and portable equipment) shall be fixed in position with adequate space for operation and maintenance.

Chokes and Capacitors

Location

93 Choke and capacitor equipment for fluorescent lighting shall be fixed in accessible and well-ventilated positions away from combustible material and shall be spaced at least 10mm therefrom by an air gap or by non-combustible material.

Connecting Wiring

94 Where choke and capacitor equipment for fluorescent lighting is not contained within the lighting fitting, any connecting wiring exceeding 1.0 metre in length shall be of PVC sheathed, PVC insulated flexible construction, placed well away from readily flammable articles and shall not be installed under flooring or in spaces enclosed by stand construction.

Lighting of Cages

95 Any artificial lighting of cages or enclosures for livestock shall be arranged outside the cages or enclosures and any heating shall be to the satisfaction of the relevant Authorities.

Lighting of Signs

Fixing

96 Electrically operated or illuminated signs shall not be fixed on wood or cloth unless effectively protected by non-combustible material.

Construction and Wiring

97 Internally illuminated signs shall be constructed of approved materials and wired in approved type cables (not flexible cords), which are related to the expected internal ambient temperature and adequately ventilated.

Location

98 Illuminated signs which in any way resemble exit notices and similar mandatory signs shall not be positioned in such a way as to cause confusion to the public.

Lighting of Showcases

Externally

99 Unless the exhibits are of a non-combustible nature, showcases shall be illuminated from the outside only. A valid PAT test is required and the label clearly visible.

Internally

100 Internally illuminated showcases shall be constructed of approved materials and wired in approved type cables (not flexible cords) and adequately ventilated. The minimum c.s.a of the cable shall be 1.5mm². The units shall be fused at the correct current rating to protect cable and equipment.

Battery Powered Lamps and Lighting

101 Individual lamps, powered by a dc battery supply are acceptable where the battery forms part of a self-contained lamp unit. At no time must dc supplies be connected by means of an external cable. Remote and lead-acid batteries must not be used to power lighting at any time. Wireless controlled lamps (usually LED colour changing) are acceptable where the antenna is a composite part of the lamp unit.

Electrical Discharge Lamp Installations

102 Discharge tube signs or lamp installations used as illuminated units on stands, or as part of an exhibit, whether of high or low voltage operations, shall be regarded as high voltage for the purpose of these regulations, and conform to the following conditions:

Location

103 The sign or lamp exhibit shall be installed out of reach of or shall be adequately protected from the public.

Installation

104 The fascia or stand fitting material behind luminous signs of this nature shall be of non-combustible material and protected as required by BS 7671 (IEC364).

High Voltage Gear

105 High voltage gear shall be mounted on non-combustible material and protected as required by BS 7671 (IEC364).

Fireman's Switch

106 A separate electric circuit must be used to supply such signs or lamp exhibits, and shall be controlled by an approved pattern "Fireman's emergency switch" located in an accessible and visible position and labelled "Fireman's Switch" in a visible position in accordance with the Authority's requirements.

Approval

107 The venue shall be advised by persons responsible for installing this type of apparatus of their proposals prior to installation on-site. No installation of this type will be permitted unless approved by the venue in writing.

Electrical Cookers, Kettles, Irons, Radiators etc.

General

108 The use of radiators or heaters with exposed elements is not permitted. Any apparatus, which has a hot surface, and all electrical appliances such as electric kettles, radiators, irons etc. shall be guarded where necessary and stood or mounted on non-combustible material. All appliances under this heading which are liable to exceed a surface temperature of 70°C shall be supplied from a socket outlet having a pilot lamp indicating whether the appliance is switched on or not. Kettles, irons, radiators and similar appliances shall not be connected to the lighting circuit; they shall be separately

connected to the electrical supply. Electric cookers shall be wired on an independently fused final sub-circuit complete with 30mA RCD protection. All equipment shall be PAT tested and labelled.

Electric Kettles

109 Electric kettles shall be fitted with an automatic safety device whereby in the event of boiling dry the kettle will be automatically disconnected.

Adjacent Construction

110 Walls adjacent to all electrical cookers, irons, kettles, hotplates etc. shall be protected with non-combustible material. Shelves are not allowed immediately above any of the appliances, and adequate ventilation shall be provided.

Batteries

111 The use of batteries to provide mains stand power is strictly prohibited, as batteries are not currently considered to be a safe source of power. This is primarily due to the concern of being unable to identify power sources clearly within a stand and therefore to isolate power in case of a fire, as well as concerns over defects due to lack of maintenance and poor transportation and storage.

Authorisation is required from the venue prior to the use of any standalone lithium battery-powered appliances, such as illuminated display cabinets, and these will need to be identified within the stand holder's risk assessment.

112 Charged batteries may only be exhibited as part of electric lighting, ignition or starting for motor vehicles, boat engines, small demonstration house lighting plants or other small working devices. No stand lighting shall be connected thereto. The use of approved purpose made self-contained secondary lighting fittings both of a maintained and non-maintained pattern will be permitted provided that they are connected to a 24-hour supply (see also "Battery Powered Lamps and Lighting").

Terminals

113 All terminals of charged batteries, whether in use or not, shall be fitted with a cover of non-conducting non-combustible material.

Switches and Fuses

114 A double pole metal clad switch with suitable fuses shall be fitted and shall control all connections serving such appliances.

Charging

115 The battery charging unit shall be fitted with an approved type of automatic current regulator which cuts off the mains supply to the rectifier when the battery is fully charged.

Times for Charging

116 The battery shall not be charged on the stand except at times when the public is not in the hall.

Charger Isolation

117 The circuit to the charger unit shall be directly connected to the venue's supply with its own isolator, separate from all other circuits, to permit the isolation of these other circuits without affecting the charging circuit.

Enclosure

118 The vehicles or equipment and its charger must stand in a free and enclosed space, the battery box cover shall be removed and the gas vents of the cells shall be cleared and inspected daily.

No Smoking Signs

119 "No Smoking" signs shall be displayed in the vicinity of the charging operation.

Batteries Not in Use

120 Charged batteries not in use on exhibited vehicles or other exhibits shall be disconnected at both terminals.

Harmonic Distortion

121 The venue's mains normally provide an acceptably "clean" supply. However, no protection is automatically incorporated to counteract interference produced by other exhibitors' equipment connected to the same source of supply. All sensitive/vulnerable equipment should therefore be protected by filters etc.

Electrical equipment which produces harmonic distortion can cause problems for the local area supply board, the venue, and other clients in the hall. This equipment may only be used if adequate precautions and harmonic filters are used.

122 The customer's equipment shall not under any circumstances emit into the supply any currents in excess of the following:

123 Third harmonics in excess of 48A RMS and /or in excess of 15% of load current; Fifth harmonics in excess of 28A RMS and no harmonic current emissions in excess of the recommendations given in the Electricity Association's Engineering Recommendations G5/4.

124 The VENUE reserves the right to:
Refuse to connect any suspect equipment and disconnect any known problem equipment.

125 Connect only via a physically separate supply (e.g. a generator).

126 Impose additional charges to cover the costs of remedial works, depending on the exact nature of the harmonics being produced by the load.

127 Recover any costs to repair damage to the venue's supply equipment or to others' equipment.

Electro Magnetic Compatibility

128 Any electrical equipment radiating a magnetic field could cause problems for the venue and other clients in the hall. This equipment may only be used if adequate precautions and suitable screening is provided.

129 Any extra costs involved to overcome the magnetic problems will be the responsibility of the installer.

130 Liability for any costs/damage to venue's supply equipment or others equipment lies with the installer.

131 The venue reserves the right to refuse to connect up any suspect equipment and disconnect any known problem equipment.

Mains Supply

Right of Supply

132 All current for consumption on the premises, howsoever generated, shall be supplied by the venue.

Standard Supplies

133 These comply with the EU Harmonized Voltage Band of + 10% and – 6%

Single phase 230v 50Hz (216v to 253v)
 Three phase 415v 50Hz (376v to 440v)

134 All electrical appliances used by exhibitors must be compatible with standard UK voltage provided by the venue, so as to ensure safety in use.

"Clean" Supplies

135 The venue's mains normally provide an acceptably "clean" supply. However, no protection is automatically incorporated to counteract interference produced by other exhibitors' equipment connected to the same source of supply. All sensitive/vulnerable equipment should therefore be protected by filters etc.

Separate Lighting and Machinery Mains

136 Where requested separate mains can be supplied by the venue for machinery and for lighting and small power.

24 Hour Supplies

137 24-hour supplies are available for any standard supplies during the open period and by arrangement for breakdown of an exhibition. 24-hour supplies cannot be guaranteed during build-up.

Non-Standard Supplies

138 Alternating current supplies which are non-standard in voltage, current or frequency and direct current supplies may be arranged on application to the venue.

Load Limitation

139 The venue, at its own discretion, will limit the power rating of a supply or supplies where, in the venue's opinion, the load or combination of loads requested may have an adverse effect on the supplies to other exhibitors. Where it is proposed by the organiser to group exhibitors demonstrating heavy current consuming machines in such a way as to cause an abnormal demand (e.g. in excess of 100 watts per square metre) in a particular section of the exhibition, the organiser should discuss this arrangement with the venue prior to the final allocation of stand space to exhibitors and should conform to any rearrangement required by the venue.

Power Factor

140 The venue aims to achieve a minimum .9pf on-site but is required by the Electricity Supply Authority to maintain a power factor of not less than 0.92 lagging. Where electrical machines or equipment at an exhibition are such that in the opinion of the venue the power factor is likely to fall below 0.92, power factor correction apparatus shall be supplied and installed by the person responsible for the electrical installation.

Correction Apparatus

141 Correction apparatus shall be connected on the "load" side of the main switches controlling the supply to the stand or individual piece of equipment. The scale of provision shall be that agreed by the venue.

Notification

142 The venue will notify organisers, within a reasonable time after it becomes apparent, of the likelihood of correction apparatus being required at the exhibition.

Main Supply Cables

Supply and Installation

143 All main supply cables from the venue's electrical distribution system to the point of supply, which may be an exhibit, stand or group of stands, shall be supplied and installed by the venue.

Termination

144 Each cable will be terminated with a fused isolator or circuit breaker supplied by the venue.

Separate Lighting and Machinery Mains

145 Separate mains will be supplied for machinery from those used for the provision of lighting and small power. A machine is defined as a single item of plant or equipment, which could not be connected using a 13-amp socket or spur unit.

Connection of Machinery to Lighting Mains

146 Connection of machinery to lighting mains will be permitted.

Connection of Lighting or Small Power to Machinery Mains

147 Connection of lighting or small power to machinery mains is prohibited. If any such connections are made, then the party responsible for placing the order for electrical supplies to that stand will be required to order and have installed an appropriate lighting main. Where this is not practical the stand will be subject to a surcharge equivalent to the late order cost of the lighting main which would otherwise have been installed.

Proliferation of Mains Cables


148 Where installation of a number of small supplies would, in the opinion of the venue, lead to an unacceptable proliferation of mains cables, the venue may, at its discretion, either itself install a large main cable and provide the mains ordered by sub distribution within the block, or instruct the nominated electrical contractor that only a single main will be installed to the group of stands.

Access for Installation

149 The main supply cables to stands or exhibits will be installed before or immediately after the starting date of the licence period, provided that the supply has been ordered from the venue by the agreed date. Before occupying the stand site, exhibitors and their contractors must check with the venue that the supply cables have been installed and, if not, shall only occupy areas of the stand site permitted by the venue until such time as the supply cables are installed.

Appendix I: Form

Although test forms will vary, the following represents the minimum information required:



Exhibition Stand Electrical Installation Inspection & Testing Form Template

Exhibition Name.....

Hall Ref.	Main Located on Stand No.	Main Supply/Main No.	Main Size Amps	Mains Cable Visual Check	Mains Voltage	Mains Polarity Correct	PSCC	Ze (Venue Supply)
			A	Yes / NO	230v / 400v	Yes / NO	kA	Ω

	Stand No:	Stand No:	Stand No:	Stand No:	Stand No:	Stand No:	Stand No:
Circuit Details	Circuit Description/Designation						
	Points Served						
	Conductor Size						
	C.P.C. Size						
	Cable Type *						
	Protective Device *						
	Rating and Type						
Dead Test	Visual Inspection						
	Earth Bond Connected						
	Continuity (R1 + R2)						
	Insulation Resistance Line / Neutral to C.P.C. - MΩ						
	Polarity (Yes/No)						
Live Test	Earth Loop Impedance (Zs) Test						
	RCD Test – X1						
	RCD Test – X5						
	RCD Function Button Test (Yes/No)						

Comments or Observations

Installer Name (Print)..... Signed.....
 For and on behalf of COMPANY NAME (Block Capitals)..... Date.....

I request that the electrical supply ordered be finally connected and energised and I certify that the installation has been inspected and tested and is complete, ready for energisation

Tester Name (Print)..... Signed.....
 For and on behalf of COMPANY NAME (Block Capitals)..... Date.....

Test Instrument..... Test Serial.....

Illegible test forms will be not be accepted

Codes for Cable Type A: PVC/PVC B: PVC cable in metal conduit C: PVC cable in non-metallic conduit D: PVC cable in metallic trunking E: PVC cable in non-metallic trunking F: SWA cable G: H07 cable Any other please state	Codes for Protective Device M: MCB BS(EN)60898 H: HRC BS88 fuse R: RCBO BS(EN)61009	Energised By..... Energised Date..... <div style="border: 1px solid gray; padding: 5px; text-align: center; margin-top: 10px;">Date / Time Stamp</div>
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*Insert codes where appropriate

The tester must ensure that test readings are inserted where appropriate and use Yes or No to confirm actions.

Appendix II: Inspection and Testing Regimes for Electrical Installations at UK Events and Exhibitions

150 The following copy relates directly to the electrical installation test form featured in 'Appendix I' and to BS 7671 2008 (18th edition). This appendix seeks to provide additional information on the testing regime points.

Overview: Why is Inspection and Testing Required?

151 Inspection and testing of electrical installations is required to confirm that the installation is safe, that it is fit for the assigned purpose and, if a fault later occurs, that it 'fails safely' to protect those within its proximity. Due to the nature and type of installation to which these regulations apply, the venue's requirement to inspect and test differs from that defined within other existing standards and regulations. The system or regime of inspection and testing described below has been deemed appropriate, by the ESSA/AEV Technical Committee, to the nature/type of installation commonly found at UK events and exhibitions, reflecting the 'non-complex' nature of these installations and focussing on safety.

a) Live/Dead Test: Visual Inspection

152 The HSE has recognised that 95% of all faults are identified during a visual inspection and this is the first essential part of the testing process. The visual inspection should be undertaken by the installation team, their supervisor and/or manager. This initial verification confirms that the equipment and materials are of the correct type and comply with the relevant standard, that all parts of the installation have been fixed adequately and that no part of the installation is visibly damaged or otherwise defective.

153 The visual inspection may ultimately constitute a single tick in the appropriate box, but all of the following elements should be considered and checked:

- *Connection of conductors*
- Are terminations electrically and mechanically sound? Is insulation and sheathing removed only to a minimum, to allow satisfactory termination?
- *Identification of conductors*
- Are conductors correctly identified in accordance with these regulations?
- *Routing of cables*
- Are cables installed with appropriate consideration of external influences, such as mechanical damage, corrosion, heat etc.?
- *Conductor selection*
- Have conductors for current carrying capacity and voltage drop been selected with appropriate consideration for the design?
- *Connection of single pole devices*
- Are single pole protective and switching devices connected in the phase conductor only?
- *Accessories and equipment*
- Are all accessories and items of equipment correctly connected?
- *Thermal effects*
- Where required, are fire barriers present and is there provision for protection against thermal effects?
- *Protection against shock*
- What methods have been used to provide protection against basic protection and fault protection?
- *Mutual detrimental influence*
- Are wiring systems installed such that they can have no harmful effect on nonelectrical systems? Are systems of different currents or voltages segregated where necessary?
- *Isolation and switching*
- Are the appropriate devices for isolation and switching present, correctly located and installed?

- *Undervoltage*
- Where undervoltage may give rise for concern, are there protective devices present?
- *Protective devices*
- Are protective and monitoring devices correctly chosen and present, to ensure protection against indirect contact and/or overcurrent?
- *Labelling*
- Are all protective devices, switches (where necessary) and terminals correctly labelled?
- *External influences*
- Have all items of equipment and all protective measures been selected in accordance with the appropriate external influences?
- *Access*
- Are all means of access to switchgear and equipment adequate?
- *Erection methods*
- Have all wiring systems, accessories and equipment been selected and installed in accordance with the requirements of these regulations, and are fixings for equipment adequate for the specific environment?
- Following the visual inspection across all the aforementioned areas, and the subsequent determination that there are no defects that may lead to a dangerous situation when testing, it is time to proceed with actual testing.

b) Dead Test: Polarity

154 This test ensures that all wires are correctly connected and terminated, that they are continuous, and that they will provide adequate protection for the current supplied.

c) Dead Test: Insulation Resistance ('line to CPC' and 'neutral to CPC')

155 These tests are undertaken in order to ensure that the insulation of conductors, accessories and equipment is in a healthy condition, and will prevent dangerous leakage currents between conductors, and between conductors and earth. It will also detect the existence of any short circuit(s).

d) Live Test: Earth Loop Impedance

156 This test confirms the capability of the earth, to ensure that it is able to take the fault current, rather than discharge it to surrounding materials (and possibly a person).

e) Live Test: RCD 5X Test (Functional Testing)

157 This verifies the ability of the RCD to 'break' under load. Furthermore, the test ensures that any 'break' will occur in sufficient time, and at the required amperage to ensure safety.

f) Live Test: Continuity

158 This test ensures that all wires are correctly connected and terminated, that they are continuous, and that they will provide adequate protection for the current supplied.

Venue Specific Rules

The O2 – General

159 All work including mains supply, distribution, testing and installation of electrical fittings, must be undertaken exclusively by venue's approved contractor.



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