



TECHNICAL MANUAL

ESHRE 42nd Annual Meeting

London, United Kingdom

5 - 8 July 2026



EXHIBITOR'S CHECKLIST & DEADLINES

General information

	Contact	Order deadline
● Early bird deadline for badge scanners	ESHRE	TBC
● Closing order form for Exhibitor badges	ESHRE	TBC
● (Tailor-made) Catering	Excel	TBC
● D&P Webshop link: https://eshre-2026.eshop.dparchi.com	D&P	

Orders for all booths

	Contact	Order deadline
● Return stand contractor information form (if applicable)	Kristal	30 April
● Return material handling and freight information form (if applicable)	Kristal	4 May
● Electricity supply	Webshop	
● Internet access – Check Wifi policy here	Webshop	
● Telephone	Webshop	
● Additional cleaning	Webshop	
● Water	Webshop	
● Furniture (extra options)	Webshop	1 June*
● Plants (extra options)	Webshop	
● Digital printing (extra options)	Webshop	
● AV/IT	Webshop	
● Hostesses	Webshop	
● Return unloading/reloading (If applicable)	Kristal	25 June

Important Note

Exhibitor technical department is managed by:

D&P Groupe
Exhibitor Services webshop:

<https://eshre-2026.eshop.dparchi.com>

+ 33 134 84 84 84

Before the congress

General liability insurance

Floor space only

● Stand design approval & certifications	D&P – see page 19	
● Rigging request	Webshop	20 April

Shell scheme

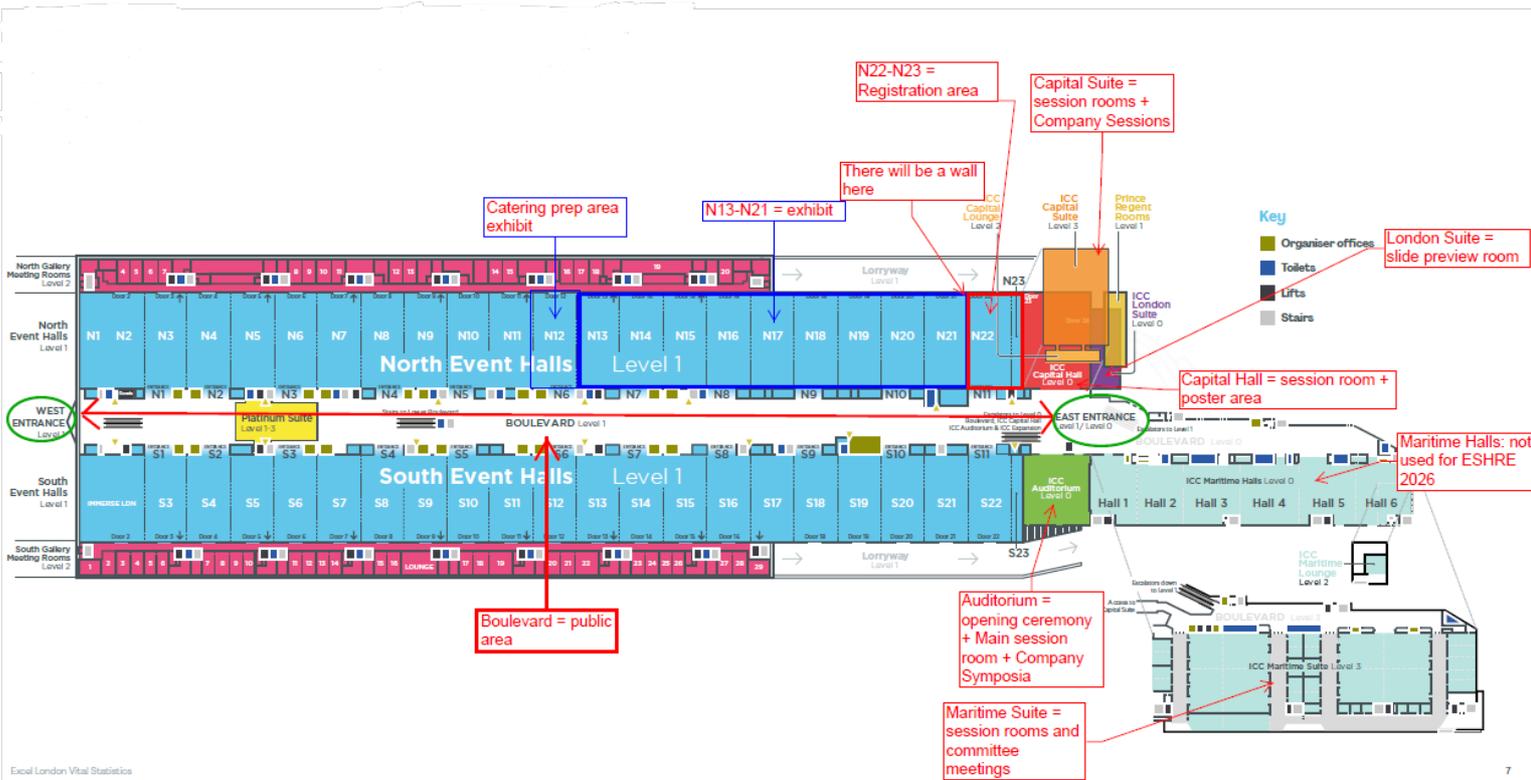
● Company name for signage	Webshop	
● Additional equipments (lights, etc.)	Webshop	1 June
● Carpet colour	Webshop	
● Extra options (see all booths)	Webshop	

Premium booth package

● Company name for signage	Webshop	
● Artworks submission	Webshop	
● Carpet colour	Webshop	
● Wall colour	Webshop	1 June
● Package furniture	Webshop	
● Additional equipments (lights, etc.)	Webshop	
● Extra options (see all booths)	Webshop	

* After this date, it will still be possible to order but a surcharge will be applied + 20% until the end of the event

FLOOR PLAN OVERVIEW



Excel London Vital Statistics

MAIN CONTACT

ORGANISER



ESHRE CENTRAL OFFICE

BXL7- Building 1
Nijverheidslaan 3, 1st floor
B-1853 Strombeek-Bever, Belgium
exhibit@eshre.eu

Veerle De Rijbel : +32(0) 474 51 08 31

Titia Van Roy : +32 (0) 491 729 950

<https://www.eshre.eu/ESHRE2026/Exhibit-and-Sponsors>

GENERAL CONTRACTOR



D&P ARCHITECTURE DE COMMUNICATION

26-28 rue du chemin vert
78610 Le Perray-En-Yvelines, France

Cindy Ibarra

+33 1 34 84 84 84

exhibitors@dparchi.com

<https://eshre-2026.eshop.dparchi.com>

Cindy Ibarra will be your main contact regarding all the exhibitors' questions/orders before and during the event.

D&P will have an exhibitor desk onsite.

Exhibitor technical department is managed by D&P regarding:

- Projects approval
- Sling/ Rigging requests
- Electricity supply
- Cleaning
- Internet access
- Digital printing
- Furniture
- AV/IT requests
- Plants
- Carpet
- Shell scheme options/ additional equipments
- Premium booth package / additional equipments
- Shell and Premium booth render

OTHER SUPPLIERS



VENUE

Excel London

WEB [CLICK HERE](#)



CATERING ENQUIRIES

Excel London Hospitality

Catering can only be ordered with Excel

CONTACT Anna Olesiejuk

MAIL anna.olesiejuk@excelhospitality.london



OFFICIAL SHIPMENT, CUSTOM CLEARANCE AND ONSITE HANDLING AGENT

Kristal BV

Vliegveld 753

1820 Steenokkerzeel - Belgium

TEL +32 (2) 751 46 80

MAIL wim.poels@kristal-logistics.com and maria@kristal-logistics.com



HOSTESSES

TEL

MAIL *Coming soon*



AV/ IT SUPPLIES FOR BOOTHS

D&P Webshop

Cindy Ibarra

MAIL exhibitors@dparchi.com

WEB <https://eshre-2026.eshop.dparchi.com>



HOTEL RESERVATION

MCI UK & MCI SUISSE SA

[CLICK HERE TO BOOK YOUR HOTEL NOW](#)

TEL +41 223 399 724

MAIL eshre.hotels@mci-agency.com



LEAD RETRIEVALS BOOKINGS

Stand holders can book a badge scanner via the ESHRE website *Coming soon*

EXHIBITOR DEADLINES

REQUESTS / DOCUMENTS / ORDERS	TO	WHERE	DEADLINE
Booth project validation for 'floor space only' booths (custom-built stands)	D&P	xavier@dparchi.com	Monday 20 April
D&P Exhibitor webshop <ul style="list-style-type: none"> ● Power supply ● Internet access ● Audiovisual ● Furniture ● Plants ● Shell scheme accessories ● Flooring and carpet Lighting ● and Electricity Graphics ● booth signs 	D&P	D&P web shop*	Prices increase by 20% after Monday, 1 June Orders closed on Monday, 15 June (6 pm)
Rigging / Ceiling attachment	D&P	D&P web shop*	Prices increase by 20% after Monday, 20 April Orders closed after Monday, 1 June

* <https://eshre-2026.eshop.dparchi.com>

IMPORTANT NOTE: WASTE MANAGEMENT

Every exhibitor will be charged 8 € per sqm for the build-up and break-down waste only. This fee will be added directly to your account on D&P's webshop when placing your first order. The fee will be charged only once.

SCHEDULE

BUILD-UP SCHEDULE

	THU. 2 JULY	FRI. 3 JULY	SAT. 4 JULY	SUN. 5 JULY
Floor pace only (Custom-built booth)	8:00 – 21:00	8:00 – 21:00	8:00 – 21:00*	7:00 – 17:00** *Welcome reception as of 20:00
Shell scheme booth & Premium booth	No entry allowed		8:00 – 21:00*	7:00 – 17:00** *Welcome reception as of 20:00

*All booths need to be finished structurally / Aisles need to be cleared, and all empties need to be moved out/ All aisles need to be clean and empty

** Only booth decoration inside the booth will be allowed, no “dirty works” allowed on Sunday, 5 July

DISMANTLING SCHEDULE

	WED. 8 JULY	THU. 9 JULY
Exhibition dismantling	15:00 -21:00*	08:00- 20:00

*no truck loading will be permitted after 20:00

DELEGATES HOURS

	SUN. 5 JULY	MON. 6 JULY	TUE. 7 JULY	WED. 8 JULY
Welcome reception For all delegates in exhibition hall	20:00 -22:00			
Exhibition opening hours <i>(it is mandatory for the staff to be on their stand at these hours)</i>	20:00 – 22:00	08:30 – 17:00	08:30 – 17:00	08:30 – 14:00
Morning coffee breaks		09:30 - 10:00	09:30 - 10:00	09:30 - 10:00
Lunch break		13:00 - 14:00	13:00 - 14:00	13:00 - 14:00
Afternoon coffee breaks		16:30 - 17:00	16:30 - 17:00	

ONSITE

ELECTRICAL SUPPLY SCHEDULE DURING BUILD - UP AND DISMANTLING

A specific order has to be placed on D&P webshop if you need power supply during build-up and dismantling
<https://eshre-2026.eshop.dparchi.com>

Exhibitors will have to order power for build-up and dismantling and will have to go to the onsite GES desk on day one to have it activated.

ELECTRICAL SUPPLY SCHEDULE DURING THE EVENT

	MON. 6 JULY	TUE. 7 JULY	WED. 8 JULY
Intermittent	07:30 – 17:00	07:30 – 17:00	07:30 – 17:00

A specific order has to be placed on D&P's Webshop if you need a permanent power supply (fridge, server, etc.)
<https://eshre-2026.eshop.dparchi.com>

EXHIBITOR BADGES

Exhibitor badges can be picked up as for Saturday, 4 July as of 13:00. Before

Saturday wristbands will be required.

Information about exhibitor badges can be found on :

https://www.eshre.eu/ESHRE2026/Exhibit-and-Sponsors/badges_standholders

Build-up and dismantling wristbands will be provided by the organiser during build-up and dismantling hours.
 Safety shoes and high visibility vests are mandatory during build-up and dismantling.



ONSITE ASSISTANCE

The D&P staff will be at your disposal during exhibition build-up, first day of opening and first day of dismantling.

The staff will help you with questions regarding: shell

- scheme booth
- exhibitor services (furniture, etc.)



At Exhibitors desk.



POWER

Exhibitors are responsible for bringing their own travel adaptors. They are not provided onsite.

Power will be supplied to each stand by a UK G style, 220V 3-gang socket.



DISMANTLING RULES



DISMANTLING DAYS AND HOURS 2026

Wednesday, 8 July from 15:00 to 21:00*

Thursday, 9 July from 8:00 to 20:00

* no truck loading will be permitted after 20:00

DISMANTLING RULES

Dismantling and move-out must be done imperatively at the indicated date. Exhibitors must leave the location used in the same condition before installation and respect the schedule here indicated.

Extra hours of occupation will be invoiced to the exhibitor, without prejudice.

Exhibitors should remove their own structures, equipment and/or products before the end of the period reserved for moving-out and/or dismantling. Excel London Exhibition & Congress Center reserves the right to remove the exhibitor's property from the premises by any means and at the exhibitor's expenses and risks. This includes the non-removal of the exhibitor's booth or its elements such

as the floor, carpet, etc.

Dismantling of stand fittings and displays will start after the closing of the exhibition and when the hall is clear of visitors, initially, only hand-carried and trolley items may be removed. All stands must be dismantled and the halls clear by **20:00 on Thursday, 9 July.**

Exhibitors that have arranged for couriers to pick up goods must ensure that all items are clearly labelled with destination, company name, courier name and any authorization codes. As with exhibitor access, courier access authorization will need to be arranged to ensure that delivery/pick up is possible.

STAND BUILDER CONTACT

During the dismantling, the Organiser needs to be able to contact any representative or supervisor of a booth. D&P will centralize this information by collecting your name and mobile phone:



use the appropriate form on
<https://eshre-2026.eshop.dparchi.com>



send an email to D&P on
exhibitors@dparchi.com

EXHIBITION PLAN

(SUBJECT TO CHANGES)



YOU CAN DOWNLOAD THE LATEST FLOOR PLAN HERE:

<https://www.eshre.eu/ESHRE2026/Exhibit-and-Sponsors/Exhibit-floorplan>

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INFORMATION OF YOUR BOOTH



ESHRE SHELL
SCHEME BOOTH
PACKAGE
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ESHRE PREMIUM
BOOTH PACKAGE
p. 14



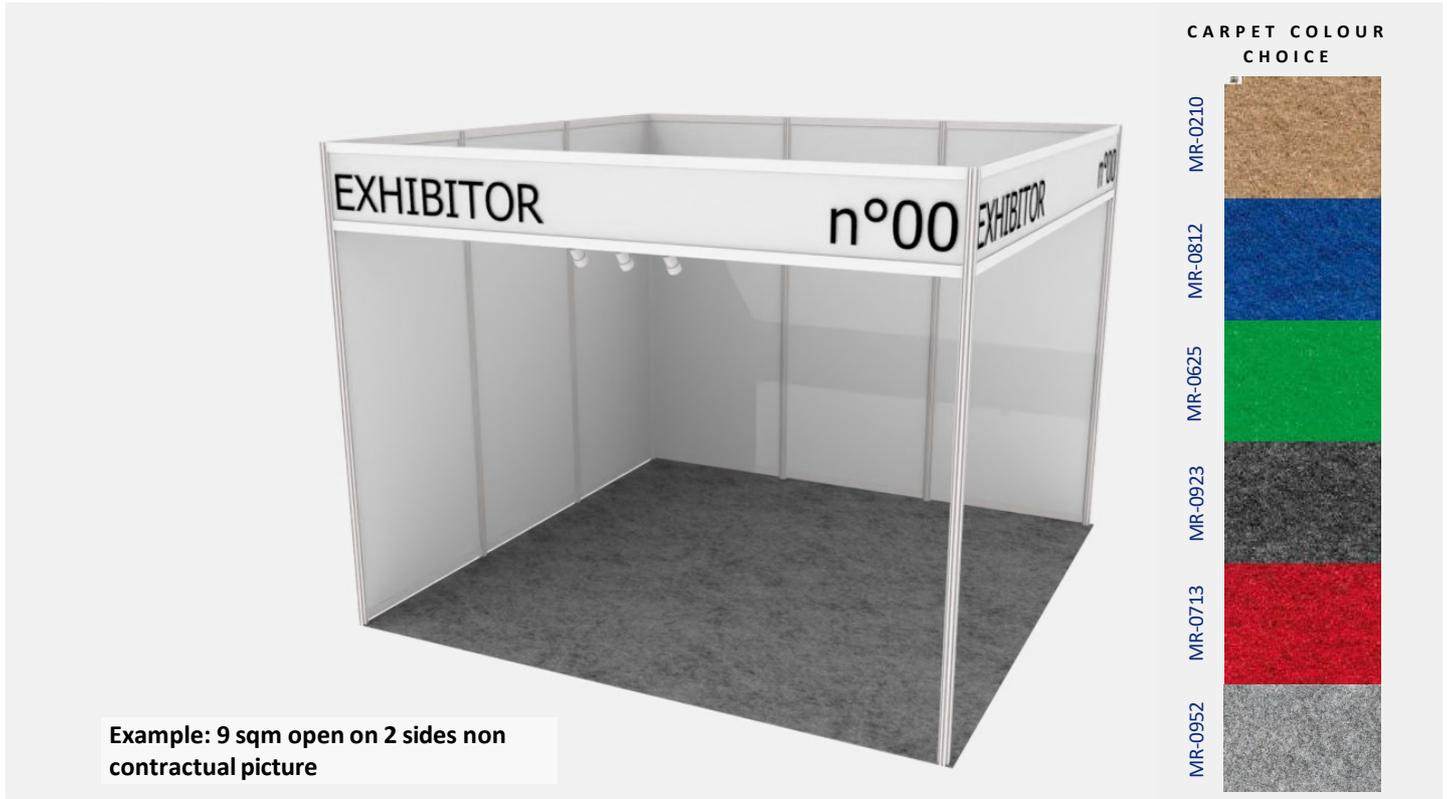
FLOOR SPACE ONLY
(CUSTOM-BUILT
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SHELL SCHEME BOOTH PACKAGE



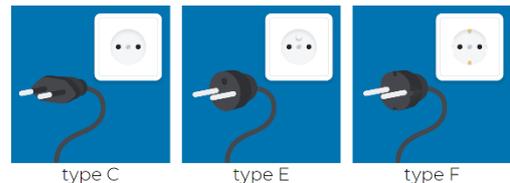
Shell scheme booths will be available for decoration on

- **Saturday, 4 July from 8:00 to 21:00**
- **Sunday, 5 July from 8:00 to 17:00**



STANDARD ESHRE SHELL SCHEME BOOTHS INCLUDE:

- Needle-punch carpet, protected by plastic foil protection (Choose between 6 colours without extra cost)
- 2.40 m high shell scheme structures with white panels
- 1 LED spotlight per 3 m²
- Printed fascia board, 30 cm high on all open sides of the stand
- Incl. daily bins emptying
- Daytime power of 1kW
- Cleaning prior to the official opening of the exhibit incl. daily bin emptying
- Build-up and dismantling



Your booth will be delivered with EU plug type C or E.

Type F connector is compatible. Check if you need adaptors or transformers before coming.



Furniture, plants, additional equipment, extra power supply, AV, telephone, internet, hostesses can be ordered in the Webshop:

<https://eshre-2026.eshop.dparchi.com>

PREMIUM BOOTH PACKAGE

Premium booths will be available for decoration on

- **Saturday, 4 July from 8:00 to 21:00**
- **Sunday, 5 July from 8:00 to 17:00**

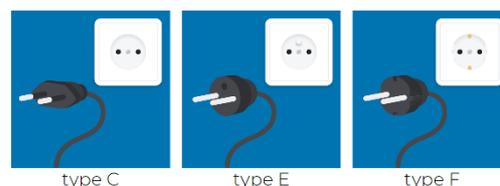


Example: Booth open on 2 sides non contractual picture



PREMIUM BOOTH INCLUDES:

- Wooden panels H250cm – Six colour choices - Carpet flooring six colour choices
- Two brandable exhibitor signs, including printing costs
- Brandable desk, including printing costs
- One lightbox with exhibitor graphic
- One storage area (1m²) incl. lockable door
- Furniture package between 2 predefined packages:
Pack 1: High furniture set (available in black or white)
Pack 2: Low furniture set (available in black or white)
Other choices will be at your own expense
- LED Spotlight – 1 spot per 3m²
- Daytime power of 1Kw
- Cleaning before the official opening incl. daily bin emptying
- Build-up and dismantling



Your booth will be delivered with EU plug type C or E.

Type F connector is compatible. Check if you need adaptors or transformers before coming.



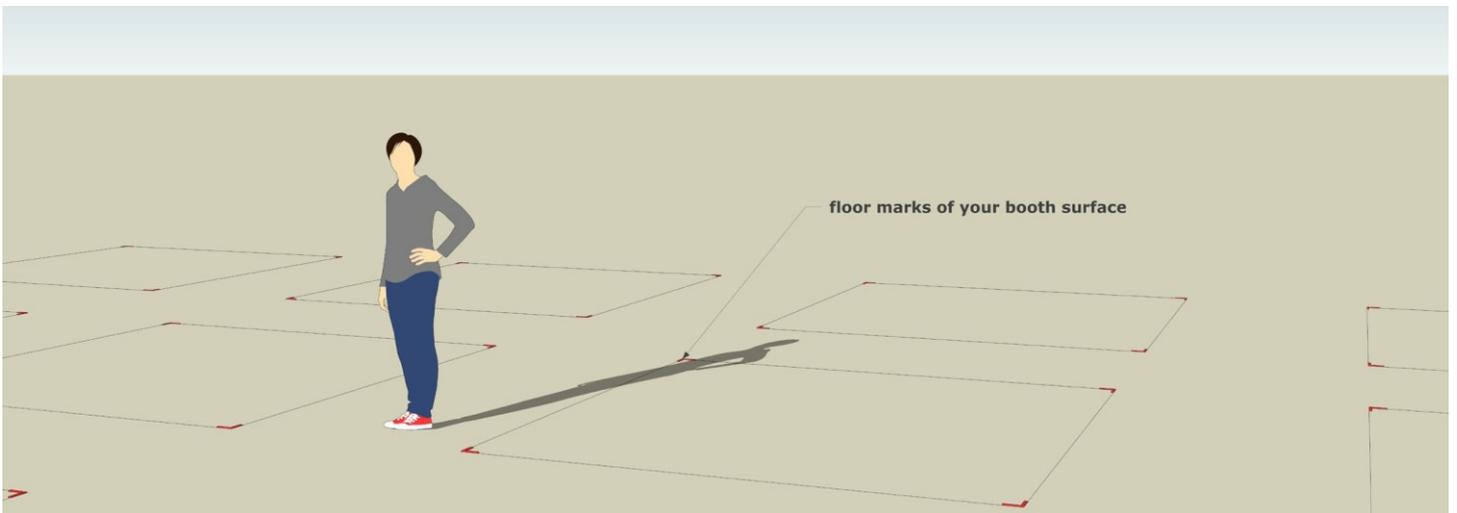
Alternative furniture, plants, additional equipment, extra power supply, AV, telephone, internet, hostesses can be ordered in the Webshop:

<https://eshre-2026.eshop.dparchi.com>

FLOOR SPACE ONLY (CUSTOM-BUILT STANDS)

Set-up on:

- Thursday, 2 July from 8:00 to 21:00
- Friday, 3 July from 8:00 to 21:00
- Saturday, 4 July from 8:00 to 21:00
- Sunday, 5 July from 8:00 to 17:00- *Only decoration inside the booth is allowed. No dirty works are allowed.*



ADJOINING STANDS

All 'floor space only' exhibition stands are required to have a dividing wall built between their own stand space and any adjoining stand.

Exhibitors are responsible for ensuring that any construction over 2.40 m high is decorated on both sides. In case there are two adjoining stands of different categories / heights, the higher stand must ensure that the dividing wall is decorated on both sides.

POWER

Exhibitors are responsible for bringing their own travel adaptors. They are not provided onsite. Power will be supplied to each stand by a UK G style, 220V 3-gang socket.



PROJECT VALIDATION



In order to be valid, please send your booth plans to:

xavier@dparchi.com to make sure your project is compliant with the Congress Architectural guidelines

**DEADLINE FOR PLAN
SUBMISSION:
Monday, 20 April**

COMPULSORY DOCUMENTS

All 'custom-built' booths **MUST** complete the **Risk Assessment** document and send it along with the booth plans. A sample of a **Risk Assessment** is available [here](#).

A library with all compulsory documents is available [here](#)



BUILD YOUR BOOTH

2



BOOTH REGULATION &
BUILD-UP RULES
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PROJECT
VALIDATION
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BOOTH REGULATION & BUILD-UP RULES

BUILD-UP RULES

- Scooters are prohibited during build-up.
- Any material delivered out of the indicated time slots will be turned away. It is compulsory for booth disassembly to be carried out at the set date and time.
- Exhibitors with stand builder have to check with their contractor when they can access their booth.
- Exhibitors must have finished their installations and their products must be installed before the exhibition opening on Sunday, 5 July at 20:00.

BOOTH OCCUPATION

Unless otherwise agreed in writing by ESHRE, exhibitors are not authorised to sublet, share or transfer their booth. Individual booth decoration is carried out by exhibitors under their own responsibility (even if the exhibiting company uses the services of a stand builder) and according to the conditions indicated in this technical manual. Brochures, catalogues, give-aways must be distributed only on your own booth.

ONLY official ESHRE documents issued by ESHRE can be distributed in the aisles and in the public areas.

Exhibitors are recommended:

- Not to leave their booths unattended while visitors are still in the hall.
- 'Floor space only' exhibitors must be present at their booth during build-up and dismantling and to receive their deliveries.
- In spite of the presence of night security, ESHRE declines responsibility in the matter of theft, losses and damages that may occur.
- Exhibitors must leave the venue in the same conditions it was found initially. It is prohibited to nail, screw or stick items on the structures. Any deterioration may be invoiced to the exhibitor.
- It is absolutely prohibited to carry out works affecting smoke, water or compressed air ducts, electric or telephone circuits, water or waste pipes, elevators, lifts and pipelines drilling of holes for posting or sealing, removal of doors, aerials etc.

Repair of damages subsequent to the non-observance of the above clauses will be entirely at the exhibitor's expense.

STAND CONSTRUCTION RULES

CONSTRUCTION

Emergency exits or equipment may not be covered or blocked from view at any point in time. It is strictly forbidden to store anything behind or out of your allocated stand space.

The maximum booth height is:

- 2,50m for inline, peninsula and corner booths
- 4m for island booths

Maximum rigging height is 6m.



Maximum height includes panels and signage!

SIGNAGE

Projection, fixed or movable is authorized only on the surface of the stand.

Maximum hanging banner height is 1,50m.

TRANSPARENCY

Each side of a stand facing an aisle must remain at least 2/3 open.

Side walls or middle structures may cover no more than 1/3 of each side, to avoid blocking visibility.

FLOOR CAPACITY

Floor capacity resistance: 500 kg per sqm

Exhibitors must take into consideration the exhibited material as well as maintenance.

ANIMATION

Exhibitors are highly recommended not to bother their neighbors with bulky furnishing, decoration or sound. In case of dispute, ESHRE will take the necessary decisions.

SAFETY & INSURANCE

'Floor space only' exhibitors are required to submit all security certificates (use of fireproof material etc) for the booth-build up when submitting the booth design. All exhibitors need to carry general liability insurance coverage of no less than 1 million Euro, extending to any damages which ESHRE and the event site owner and manager might suffer as a result of recipient's actions or omissions, and will provide ESHRE with written proof of such upon written request.

BOOTH REGULATION & BUILD-UP RULES



EXHIBITOR WEBSHOP

<https://eshre-2026.eshop.dparchi.com>

In the exhibitor webshop, you can order:

- electrics
- internet access
- furniture
- plants
- shell scheme equipment
- digital printings
- rigging

All exhibitors will receive an email from D&P with a link to the exhibitor webshop, with account information.



Each exhibitor **MUST** complete a form, even just to indicate that no bookings are required.

The contract holder will be charged with any purchase made by their employee, stand builder or agent, unless a third party informs D&P in writing that invoicing name should be changed for them. Before you can shop in the webshop, you must read this important exhibitor TECHNICAL MANUAL with information about stand content and deadline for ordering items for the stand.

BOOTH SECURITY DURING THE SHOW

The exhibitors are responsible for manning their booth during the show and making sure all valuable items are safely stowed when the exhibition closes. ESHRE will not be responsible for any theft robbery made on the exhibitors booth.

IF YOU WITNESS A CRIME OR IF YOU ARE VICTIM OF A CRIME:



Forest Gate Police Station
350-360 Romford Rd, Forest Gate
London E7 8BS
United Kingdom
+44 207 476 4431 or +44 208 7212 039

BOOTH SECURITY

It is the sponsors' responsibility to man their booth during the exhibition opening hours and to store all valuables when closed.



EXCEL'S CORE SERVICES WI-FI POLICY RULES FOR THE OPERATION OF RADIO EQUIPMENT (WI-FI)

1. TECHNOLOGY

Wireless services cannot be fully supported in the presence of interference.

Excel's wireless system is compatible with 802.11a/n, Make sure you use a device that operates on the 5GHz frequency (802.11a/n), as this is less affected by the type of interference found in an exhibition space.

2. LIMITATION OF LIABILITY

Excel London delivers wireless network services (Wi-Fi) using Excel leading-edge infrastructure. Excel delivers the very best possible wireless connectivity, given the prevailing environmental conditions throughout the venue. All wireless services, regardless of location or service provider, are susceptible to interference. This can lead to loss of connectivity, slow network traffic and poor performance.

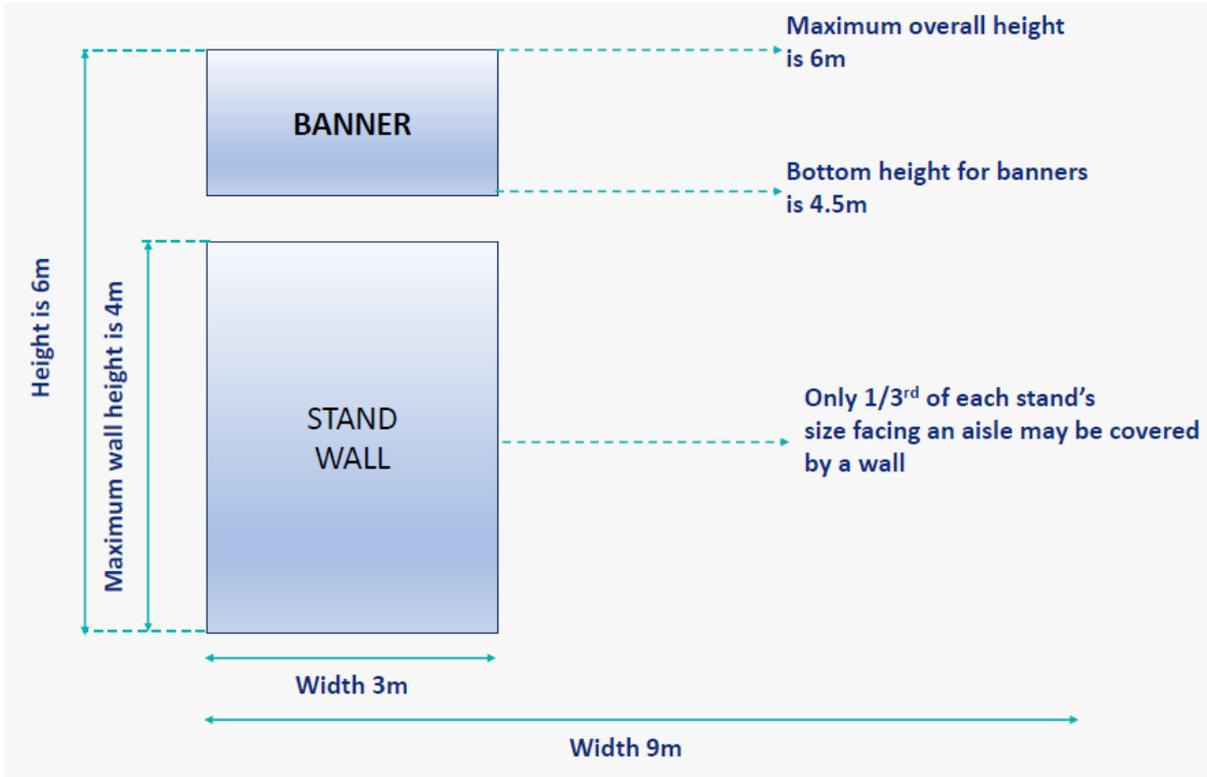
Currently, wireless technology is not capable of providing a guaranteed level of service (without a strictly enforced policy that maintains a clean airspace) in a challenging event environment which is affected by sources of interference that vary from event to event.

We will ensure that all of the Excel London wireless infrastructure is fully functioning, but cannot support beyond this point.

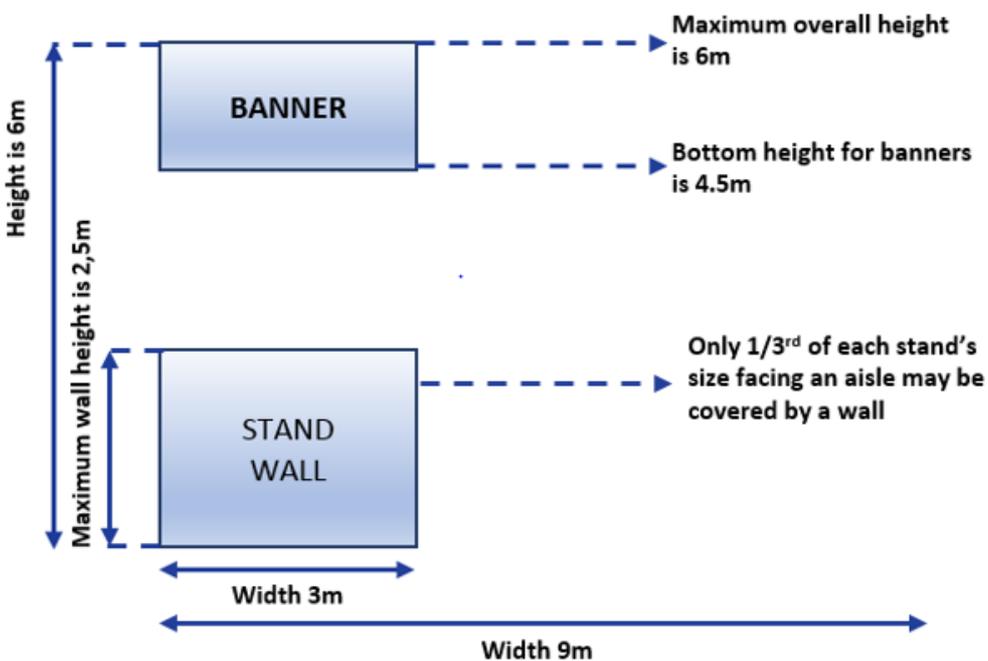
Alternative fully-supported, cabled services are available in D&P's Webshop.

[Check venue's Wireless policy](#)

Plans building restrictions ISLAND BOOTHS



INLINE, CORNER AND PENINSULA BOOTHS



PROJECT VALIDATION

D&P is the stand plan team for ESHRE 2026. They are working together closely with ESHRE's Exhibit team. One of the tasks is to check the exhibitors' stand plans and ensure that they meet the venue's and organiser's regulations.

If you have a '**FLOOR SPACE ONLY**' STAND or you have a **COMPLEX structure**, then you need to submit your drawings and visual images to D&P to enable them to inspect them and approve the materials being used.

All '**FLOOR SPACE ONLY**' STANDS and **COMPLEX structures**, will require a **RISK ASSESSMENT, METHOD STATEMENT** and a copy of your **PUBLIC LIABILITY INSURANCE DOCUMENT**. Without these you will not be permitted to start building.

Those stands which are classed as complex will need a further inspection from a structural engineer, which will require all the structural calculations. This engineer is independent and there will be an additional charge for their services.

This charge will be invoiced to the exhibitor.

Please don't hesitate to contact us with any queries or questions you may have.

We very much look forward to working with you all and providing you with any help you need with your stand plan submissions.

Below you can find the process for approval of your stand:

WE MUST RECEIVE AN ELECTRONIC COPY OF THE FOLLOWING (WRITTEN IN ENGLISH) TO ALLOW US TO APPROVE THE STAND:

1. Detailed, scaled structural drawings showing:
 - Plan and section views of the stand
 - Elevations including any steelwork and staircase details
 - Full details of any hanging structure or signage, including material used, weight and method of attachment to the truss
 - Width and position of gangways within the stand
 - Floor and/or roof loading
 - Specifications of materials used
2. Structural calculations
3. Risk assessment (to include fire hazards) and method statement
4. Public liability Insurance document
5. Written confirmation from an independent structural engineer, with adequate Professional indemnity cover, that the design is safe for its purpose. For this purpose, we will send your complete sets of information to an appointed structural engineer working on the event.

Each item of information should state the event name and stand number. Complete sets of information only should be submitted, together with a plan showing the location of the stand within the exhibition. If any complex structure is modified after the submission of the above information, plans must be re-submitted with details and all modifications and a structural engineer's confirmation that the final overall design is safe for its purpose.

FLOOR SPACE ONLY STANDS – COMPLEX STRUCTURES

Excel venue regulations require that all 'floor space only', complex structures are also inspected by a competent person and are suitably checked. A visual inspection of such structures will therefore be made, onsite and a suitable certification will be provided. For this purpose, The Event Safety Company will send your stand plan and public liability insurance document to the venue and liaise with an appointed independent engineer for checking.

The Event Safety Company will revert to the exhibitor and/or stand builder if there are any relevant comments and/or concerns.

ONSITE CHECKING

Note that all stands will be checked onsite, together with the appointed structural engineer to ensure that the structures are safe and are built accordingly. They will provide a sign off sheet and then whilst the stand is being built onsite will continue to review and sign this off when the stand is complete.

SPECIAL EFFECTS

"Special effect" lights, laser, sound & video projection/ recording on the stand will only be allowed:

- when the effect is limited to the rented stand area
- if it is proven that there is no health or safety risk
- and when written permission from the Organiser has been achieved

A complex structure is any form of construction, either ground-based or suspended, that, through risk assessment has been found to present a significant risk. It is the responsibility of the stand designer to determine whether a structure is complex or not.

Examples of complex structures:

- Any structure, regardless of its height, which requires structural calculations
- Multi-storey stands, any part of a stand or exhibit which exceeds four metres in height Custom-built/bespoke suspended structures
- Sound/lighting towers, temporary tiered seating, platforms and stages over 0.6m in height and all platforms and stages for public use (not including stand floor flats and platforms)

The venue reserves the right to deem a structure 'complex' where this has not correctly been determined by the designer.

In order to be valid, please send your booth plans to:

xavier@dparchi.com to make sure your project is compliant with the Congress Architectural guidelines



**DEADLINE FOR PLAN SUBMISSION:
Monday, 20 April**

SITE SAFETY INDUCTION

SAFETY SERVICES

Site safety induction is mandatory for all persons that will be onsite during the build-up and the dismantling phase.

Once onsite, you will be allowed to access the exhibition hall only if this one is done.

The security officers will have a list with all the names of people who will have completed the form.

No access to the exhibition hall will be possible if the site safety induction isn't completed.

If not done before you arrival, you will be able to do it onsite.

FIRE CERTIFICATES

You should be 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 Class 1, All custom-built booths must be able to provide all the fire certificates onsite if needed.

CONTRACTOR SAFETY INDUCTIONS

These safety inductions are for all custom-built booths.

Please watch the video below and complete the form to act as proof that you have been inducted.

Ensure you give your full name and your own individual email address when completing the form: <https://lymcreative.com/eshre>

The safety induction form can also be completed by scanning the QR code below:





SEND YOUR BOOTH TO THE VENUE

3



OFFICIAL SHIPPING
GUIDELINES
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STAND
CONTRACTOR FORM
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UNLOADING / RELOADING
SCHEDULE FORM FOR
DIRECT DELIVERIES
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MATERIAL HANDLING AND
FREIGHT INFORMATION
FORM
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More than just forwarding...

KRISTAL BV
 Vliegveld 753
 1820 Steenokkerzeel - BELGIUM
 +32 (0)2 751 46 80
 info@kristal-logistics.com
 www.kristal-logistics.com

BTW BE 0453.812.916
 RPR Brussel
 Verg. Vervoerscomm. 2262.001
 KBC 444-8624521-45
 BIC KREDBEBB
 IBAN BE 44 4448 6245 2145

SHIPPING GUIDELINES ESHRE -LONDON 2026 (5 – 8 JULY 2026)

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 London. 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 craneage
- 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
 Vliegveld 753
 B - 1820 Steenokkerzeel

Contact: Wim Poels / Maria Papantoniou
 Tel.: +32 (2) 751 46 80
 Email: wim.poels@kristal-logistics.com
maria@kristal-logistics.com

Buildup:	Thursday	2 July 2026	08.00-21.00
	Friday	3 July 2026	08.00-21.00
	Saturday	4 July 2026	08.00-21.00
	Sunday	5 July 2026	08u00-17.00 (Stand decoration only)

Booth construction must be completed and empty packaging be removed from the hall on 4 July before 21.00

There is a possibility for early build-up on 1 July. Please contact Veerle De Rijbel at exhibit@eshre.eu for conditions and pricing.

Dismantling :	Wednesday	8 July 2026	15.00 to 21.00
	Thursday	9 July 2026	08.00 to 20.00



More than just
forwarding...

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1820 Steenokkerzeel - BELGIUM
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info@kristal-logistics.com
www.kristal-logistics.com

BTW BE 0453.812.916
RPR Brussel
Verg. Vervoerscomm. 2262.001
KBC 444-8624521-45
BIC KREDBEBB
IBAN BE 44 4448 6245 2145

To allow us to remove the carpets and to return the empty crates to the stands, vehicles bigger than a van will not be allowed in the loading area on 8 July before 18.00.

If you use your own transport company to collect your goods after the exhibition, note that all goods not removed from the hall on 9 July at 20.00 will be collected by Kristal. All costs incurred will be charged to the exhibitor.

CONSIGNING INSTRUCTIONS

AIR FREIGHT

AWB consigned to :

DSV Air & Sea
Great South West Road
Feltham, TW14 8NU

Notify :

DSV- Carla.cook@dsv.com
Tel: +44 (0)7730 400 493
ESHRE 2026

Name Exhibitor / Stand nr

Goods to reach London Heathrow Airport not later than 19 June 2026.

ROAD FREIGHT and COURIER Shipments to the advanced warehouse

Consigned to :

ESHRE 2026
c/o DSV
ExCel, Royal Victoria Dock
1 Western Gateway,
London, E16 1XL

Notify:

DSV- Carla.cook@dsv.com,
Tel +44(0)7730 400 493
ESHRE 2026

Name Exhibitor / Stand nr

Goods to reach advanced warehouse as from 15 June and not later than 3 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.



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DIRECT DELIVERIES

Address : ESHRE 2026 – EXCEL - ROYAL VICTORIA DOCK – 1 WESTERN GATEWAY – LONDON E16 1XL

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 wim.poels@kristal-logistics.com

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

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.

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 : maria@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 will be imported correctly.



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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. Permanent goods and temporary goods must be packed separately.

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. ATA Carnets must NOT be used for permanent import items.**

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 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.



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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..

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>.

If utilizing the services of a transport company 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 more than 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 guiding 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 a 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

FOODSTUFFS

The import of foodstuffs to the United Kingdom are subject to additional screening by UK Food Authorities. We recommend that you contact us before shipping such items as they may be subject to health checks and may require additional health documents / certificates.

WOODEN PACKING MATERIALS

All wood packing materials must confirm with the International Phytosanitary Standard (ISPM-15). This means that only wood, free of bark, correctly treated and showing the IPPC will be accepted.



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CASE MARKING

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

- Your Company Name.....
- ESHRE 2026.....
- Booth number.....
- Case Number...(ex. 1/3 – 2/3).....
- Gross Weight.....
- Dimensions in cms.....

INSURANCE

It is the exhibitor’s responsibility to ensure that their 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, including the period exhibits are handled by Kristal or their agents.

Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, cost of insurance cover is not included in our charges.

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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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 :

Signature : [Signature box]

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



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STAND CONTRACTOR INFORMATION FORM

Exhibitor name :

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 :

.....

.....

Tel. :

E-mail :

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 :
VAN up to 2,70 m high
CAR & TRAILER < 2,70 m high
TRUCK < 8 m
TRUCK > 8 m

DISMANTLING

Date :
Hour :
Estimated Volume - m³ :
Forklift Required : YES NO
Truck Licence Number :
VAN up to 2,70 m high
CAR & TRAILER < 2,70 m high
TRUCK < 8 m
TRUCK > 8 m

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 :



COMING TO THE VENUE

4

COMING TO LONDON
AND THE VENUE
p. 34

VENUE'S
GUIDELINES
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TRAVEL GUIDELINES
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COMING TO LONDON AND THE VENUE

ACCESS FOR BUILD-UP AND DISMANTLING

ADDRESS

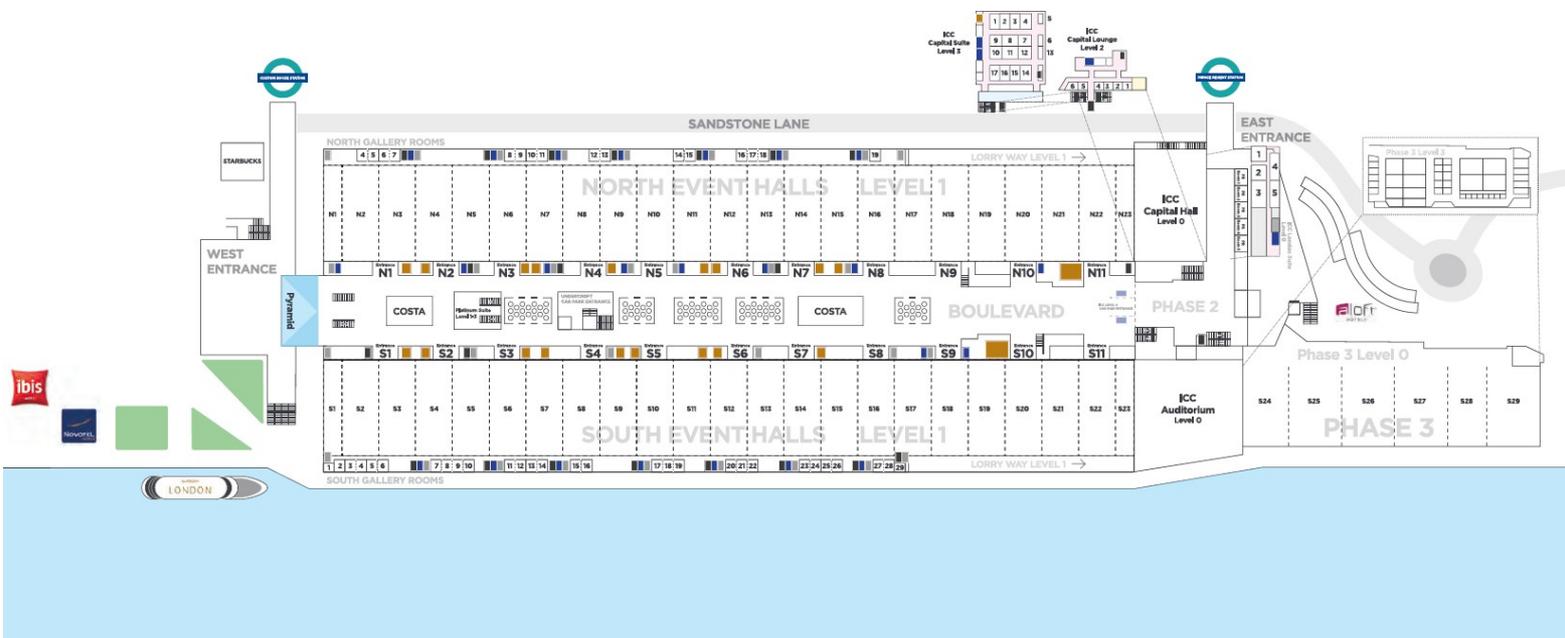


EXCEL LONDON

One Western Gateway
 Royal Victoria Dock
 London E16 1FR United
 Kingdom

East entrance

[Facilities & services at Excel London](#)



EXCEL

PLANNING, DESIGNING & CONSTRUCTING YOUR EXHIBITION TECHNICAL REGULATIONS

1. Electrical Power Requirements & Regulations for Stand Installations

Conditions /Regulations

All electrical installations on stands, features, displays or exhibits shall comply with:

Health and Safety at Work

The Health and Safety at Work, etc., Act

The Electricity at Work Regulations

The Management of H&S at Work Regulations

Association of Event Venues & Association of Exhibition

Contractors

The "Association of Event Venues & Event Supplier & Services

Association "Regulations for Stand Electrical Installations"

contained herein.

UK Electrical Supplies

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.

Excel will not supply electricity to any installation, which does not comply with these regulations or requirements.

2. Electrical Power Requirements

The majority of the electrical power requirements at Excel are taken from the service subways that are situated below the exhibition floor. The power is then run up into the floor duct and then distributed onto the exhibition floor.

Cable size

Power cables for supplies up to 63 amp three phase will normally be run in a round profile 30 mm flexible cable, but in some circumstances where the cable is required to run across the floor of the stand with no other way of avoiding the tripping hazard, the round cable can be replaced with a flat profile cable 10mm x 40mm to run under the carpet. We only have limited supplies of flat cable and they will be shared proportionately between events that have simultaneous tenancy. The licensors engineers or representatives will only energise each supply after the installation has undergone the Inspection and Testing procedure as laid down in the Excel Rules & Regulations.

Under normal circumstances the power supplies are energised at 08.00 each morning of the show open days until half an hour after the show closing time, unless otherwise agreed with the organiser.

3. Competency

Classification	Work type	Quals (now)	Quals (future) ((now)	Proof of Competency
Electrician	Electrical testing, inspection, labour control, fault finding fault finding	City and Guilds 2360 part 1 and part 2; or City and Guilds 2330 part 1 and part 2- or overseas equivalent. Guilds 2330 part 1 and part 2 or equivalent	City and Guilds 2357 or overseas equivalent	Appropriate certificates or Qualified Electrician member of ESSA ECR scheme.
Competent	Electrical installation (no testing)	5 years + experience of electrical installation work in the event industry.		A reference from an ESSA/AEV Technical Committee member, or possession of a professional card such as JIB card, or Electrical Contractor member of ESSA ECR
Person	Very limited tasks, always			
Mates Wirer helper	Undergoing educational training			
Apprentice	Undergoing educational training			
Labourer	Can mechanically fix, no part of the wiring process			

4. Testing

1. Stand Installations

It is the responsibility of the person undertaking the electrical installation to carry out the appropriate inspection and testing to verify compliance with these regulations upon completion of the installation. The person undertaking the testing and inspection must be a competent person. Upon satisfactory testing and inspection, the competent person must sign and submit a Connection and Energisation Form to the venue mains installer

Once the Venue Mains Installer has received the signed form from the electrical installers competent person the venue mains installer will after a visual check energise the system.

Venue printed forms only to be submitted: a photocopy will not be accepted. Where found to be satisfactory the supply will be connected to the electricity supply and energised. If the an installation is found to be unsatisfactory, the supply will not be connected and the Venue will advise the person responsible, who must rectify any faults and advise the venue when the installation is ready for re-inspecting by re-submission of the Connection and Energisation Form.

Re-Testing

Where stands are not complete and fail the test as a result of the installation not being finished, a charge will be made for re-testing.

Where stands fail the test, for whatever reason, more than twice, a charge will be made for re-testing.

ii. Modification or Addition to Stand Installations

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 competent person undertaking and notified to the venue.

iii. Appliances

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.

EXCEL

iv. Responsibility

The Venue will not accept responsibility for:

Delays

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

Faults

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

5. Floor Ducts and Service Tunnels under Hall Floors / Overhead Walkways

Exclusion

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.

ii. Limited Use

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's Mains Installer and that such use has been agreed in writing, prior to the commencement of the License Period.

iii. Access

No person shall enter the service tunnels, switch rooms or other service areas without permission in writing from the Venue's Mains Installer or his nominees.

6. Main Switchgear and Distribution

i. Block Mains

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. 24 hour VENUE mains supplies shall NOT be used as Block Mains, unless authorised by the

Venue.

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 28 days prior to the exhibition build up.

ii. Minimum Cable Size (Sub-Mains)

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

iii. Isolation

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.

iv. Location of Boards

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. 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.

v. External Supplies

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. Where circumstances dictate supplies exceeding 100 amps as absolutely essential, these will only be provided following full consultation with the Venue. Earth leakage (RCD) protection of not more than 30 mA rating shall be provided (by the Official contractors) for all wiring beyond the termination point of the Venue's supply.

7. Earthing

i. Regulations and Codes of Practice

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 (i.e., electrical installations in caravans, electro-medical equipment, "all insulated apparatus", and appliances which conform to the standards of double insulation) the current edition of these special regulations shall take precedence.

ii. Lighting Fittings

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

iii. Metal Framework, etc.

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.

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.

iv. Insulation Sleeving

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

v. Use of Residual Current Devices (RCD's)

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 51AN. 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.

8. Electrical Wiring

Material Specification

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. Flexible cables used for circuit wiring in approved manufactured systems, must also have a current density not exceeding that

EXCEL

recommended in the relevant and current British Standard.

ii. Identification

Identification of all wiring shall be in accordance with the colour or numbering systems recommended by BS7671 (IEC364).

iii. Joints

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.

iv. Metal Sheathed Cable

Location

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

Current Capacity

Current capacities must be in accordance with the "exposed to touch" conditions of BS7671 (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.

v. Excess Current Protection

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

9. Lighting Circuits

i. Maximum Capacity

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 800 VA). All apparatus over 1000 VA shall be individually fused.

ii. Mains Load

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.

iii. Flexible Cords

Limitations

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

Construction

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.

Length

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.)

iv. Lampholders

Lampholders of lighting systems must have screw clamp or screw terminal connections between the conductors and the plungers of the lampholders. Lampholders using spikes for connections shall not be used.

v. Suspended Lighting Fittings

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.

10. Special Lighting Systems

i. Track Lighting Systems

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.

ii. Other Lighting Systems

Only systems designed and manufactured to suit their intended use shall be permitted and these must comply with all other aspects of the 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 as required under regulation 8.

iii. Client's Own Equipment

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

11. Separated extra low voltage lighting systems previously known as Safety Extra Low

Voltage Lighting System

i. Transformers

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. 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.

ii. Positioning

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.

iii. Cable Sizing

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.

iv. SELV Fitting

Shall comply fully with IEC598 and the relevant British Standard.

v. Catenary/Uninsulated Pole Low Voltage Systems

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

vi. Earthing of SELV Equipment

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

vii. Power Circuits

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.

viii. Coils/Reels of Flexible Cord/Cable

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

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12. Protection of Wiring

i. Final Stand Wiring

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, i.e., 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.

ii. Temporary Supplies

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.

13. Local Switches and Socket Outlets

i. Local Switches

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.

ii. Socket Outlets

Construction

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.

Location

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 300 mm above floor or work surface level.

iii. Water Heaters

Water heaters shall be connected via fused spur outlets - NOT SOCKET OUTLETS.

iv. Floor Sockets

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.

v. Plugs

Multiple Connections

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

Fuses

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

vi. Adaptors

Restrictions

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

Limitations on Use

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. A maximum flexible cord length of 2 metres from plug to Trailing Block Unit.

14. Electric Motors

i. Isolators

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.

ii. Starting

Motors in excess of 7.5 kw (10 hp) shall be fitted with current limiting devices for starting, i.e., 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.

iii. Overload and No Volt Release

Every motor in excess of 0.375 kw (1/2 hp) shall be fitted with a starter having an overload release in each phase line. 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.

15. Guarding Equipment

i. Electrical Equipment and Exhibits

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.

ii. Conditions of Operation

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.

iii. Lighting Fittings

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.

iv. Heat Generation

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.

16. Transformers and Frequency Converters

i. Step-up Transformers

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, or where the installation of the transformer conforms to the conditions of paragraph 18 below, no such permission will be required.

Step-Down Transformers

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 circuit shall be fitted with fuse protection in the phase line(s) and with three phase transformers, the neutral connected to earth.

iii. Auto-Transformers

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

iv. Location

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

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v. Oil-Filled Transformers

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%.

vi. Frequency Converters

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.

17. Space for Working

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

18. Chokes and Capacitors

i. Location

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 there from by an air gap or by non-combustible material.

ii. Connecting Wiring

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.

19. Lighting of Cages

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.

20. Lighting of Signs

Fixing

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

ii. Construction and Wiring

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.

iii. Location

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.

21. Lighting of Showcases

i. Externally

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.

ii. Internally

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.

22. Electrical Discharge Lamp Installations

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:

i. Location

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

ii. Installation

Signs

The fascia or stand fitting material behind luminous signs of this nature shall be of non-combustible material and protected as required by BS7671 (IEC364).

High Voltage Gear

High voltage gear shall be mounted on non-combustible material and protected as required by BS7671 (IEC364).

iii. Fireman's Switch

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.

iv. Approval

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.

23. Electrical Cookers, Kettles, Irons, Radiators, etc.

i. General

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.

ii. Electric Kettles

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

iii. Adjacent Construction

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.

24. Batteries

i. General

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.

ii. Terminals

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

iii. Switches and Fuses

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

iv. Charging

Current Regulations

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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

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

Charger Isolation

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

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

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

v. Batteries Not in Use

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

25. Harmonic Distortion

The Venue's mains normally provide an acceptably "clean supply". However no protection is automatically incorporated to counteract interference produced by other exhibitor's 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.

The customer's equipment shall not under any circumstances emit into the supply any currents in excess of the following:
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. The VENUE reserves the right to:

Refuse to connect any suspect equipment and disconnect any known problem equipment.

Connect only via a physically separate supply (i.e. a generator) Impose additional charges to cover the costs of remedial works, depending on the exact nature of the harmonics being produced by the load.

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

26. Electro Magnetic Compatibility

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.

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

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

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

27. Mains Supply

i. Right of Supply

All current for consumption on the Premises, howsoever generated, shall be supplied by the Venue.

ii. Standard Supplies

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)

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

iii. Separate Lighting and Machinery Mains

Separate mains shall be supplied by the Venue for machinery and for lighting and small power.

iv. 24 Hour Supplies

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.

v. "Clean" Supplies

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.

vi. Non-Standard Supplies

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

vii. Load Limitation

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 (i.e., 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.

viii. Power Factor

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.

ix. Correction Apparatus

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.

ix. Notification

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

28. Main Supply Cables

i. Supply and Installation

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

ii. Termination

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

iii. Separate Lighting and Machinery Mains

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.

iv. Connection of Machinery to Lighting Mains

Connection of machinery to lighting mains will be permitted.

v. Connection of Lighting or Small Power to Machinery Mains

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.

vi. Proliferation of Mains Cables

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.

vii. Access for Installation

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.

29. Main Supply Cables

Gas supplies are taken from the service subways that are situated below the exhibition floor. The gas pipe is then run up into the floor duct and then distributed onto the exhibition floor from the duct exit. The gas supply is through a flexible hose and terminated with a 1" BSP Isolating valve female.

Natural gas is supplied at a pressure of 22mm Hg or 12" Wg with a flow rate of 2.5 L/s or 300 c.f.h.

Any person carrying out work involving the installation, maintenance or checking of gas appliances (or associated fittings) must be competent under the Gas Safety (Installation and Use) Regulations 1998 (S.I 1998, No. 2451), reg.3. At the present time this requires Gas safe – registration.

30. Rigging

- Further information can be obtained in the Excel's Rigging Code of Practice document, and in the e-guild, Guidance for events in UK venues.

- All Rigging operations shall be undertaken and supervised by competent persons. The National Rigging Certificate (NRC by PLASA) is the UK industry's recognised minimum level of competency.

- All rigging work must be carried out in accordance with the National Arenas Association's Guidance for Rigging in UK venues. It is essential that any contractor involved in rigging operations or in attaching items to be flown (e.g. lighting, audio-visual equipment, products, banners) to rigging points ordered from the venue, familiarises themselves with this document.

The venue reserves the right to:

- restrict or refuse proposals that exceed the loading limitations of the roof structure of the hall.
- inspect all rigging, working methods and equipment to ensure compliance.
- prohibit the use of non-compliant equipment and working methods.
- prohibit items to be flown reposition or remove any items that may cause a hazard, or obscure venue signage. The organiser will be responsible for the cost of repositioning items, or providing supplementary signage, including illuminated emergency exit signage and the alike.

Rigging - Planning & Provision of Information

Effective forward planning and exchange of information are essential to safe and successful rigging operations. Accurate information regarding the loads to be rigged must be provided to the venue no later than 28 days prior to tenancy by all relevant parties.

All orders must be accompanied by:

- a fully completed 'Hoist & Fix/Third Party Rigging order form', this can be located as part of the official rigging quotation document.
- fully dimensioned plans
- the total weight to be suspended
- precise weight loadings for each individual suspension point
- specification of the materials used
- details of connection points
- orientation of the suspended item within the stand

Information should also be provided on any moving loads, flying performers or anything else out of the ordinary. Amendments will only be permitted if they are approved by the venue, following submission of full details.

Fixing to the venue's structure

- All fixings or attachments to the permanent fabric or structure of the building will be carried out by the venue's rigging team provider at the expense of the organiser, exhibitor or contractor requiring the service. This shall include the provision of attachments to the structure/steel work and the anchorage of guy ropes, wires, cramps or tackle for any purpose to any part of the building fabric and structure, whether to the interior or exterior of the halls.
- Under no circumstances may any unauthorised person enter the venue's roof to attach any wires or tackle to it or attach to any other part of the premises.

Safety Precautions

- All work at height within the venue will be carried out with mobile elevated work platforms. Excel is a "non-climbing" venue.
- Areas for rigging operations are to be clearly defined and access to such areas shall be restricted to competent personnel involved in the operation. Clear communication between persons working at height and ground crew is to be maintained.
- Where possible, all personnel should be excluded from areas where overhead rigging or lifting operations are taking place.
- Appropriate PPE must be worn at all times.

Installation

- All rigging equipment used shall have either its safe working load (SWL) or working load limit (WLL) clearly marked and shall be suitable for the load to be applied.
- Applied loads should take account of the full weight of the rigging, cabling and hoisting equipment.
- Rigging suspension points are assembled using accessories capable of supporting a load of 5KN.

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- Rigging suspension points are attached to the main venue beams, please refer to the Rigging code of practice and venue technical drawing/s.
- Rigging suspension points not located on the main venue beams then the use of spreader beams will be used.
- On all third-party equipment examination records must be available for inspection.
- The slinging of suspended equipment shall be undertaken to manufacturers' recommendations and in accordance with LOLER and PUWER.
- Secondary or 'safety' suspensions may be required in certain locations. When required, they shall be installed to bypass the mechanical lifting unit/hoist, as a minimum, in case of mechanical failure.

Suspended Structures

- Suspended structures must not be directly attached to stand construction below as per the "E" Guide.
- Where this is unavoidable, the structure will be treated as 'complex'; it will only be permitted if agreed by the venue and detailed structural calculations are submitted to demonstrate that lateral loading can adequately be resisted without excessive movement of the structure.

Standard banners

- A standard banner is a straight, flexible banner, normally made from PVC/vinyl.
- Banners shall be fit for suspension. Suppliers shall be responsible for the integrity of banners and their suspension fittings. Screw-in eyes are not acceptable, and the venue reserves the right to refuse to allow the suspension of any banners where the suspension fitting supplied is inadequate.
- Any drop-weighting applied to the bottom of banners must be within a sealed pocket enclosed by one of the following methods: stitching, vinyl welding, cable ties fixed taut through eyelets, or fixed with heavy-duty stapling and large head screws and washers. The weight must not be allowed to move around within the pocket.

Modular structures & banners.

- Modular structures include standard truss systems and modular banners.
- Modular structures must be assembled and used according to the manufacturer's specifications, with braces correctly aligned and connectors correctly fitted.
- Lighting, sound and audio-visual equipment must be attached to truss by standard industry hook clamps and secondary safety fixings.
- Textile fabric infills must comply with BS 476- Part 7 (Class 1) and be thoroughly porous so as not to inhibit the effectiveness of any fire protection system within the hall. Fabric must not inhibit the effectiveness of the venue's permanent emergency lighting or heating/ventilating plant.

Custom-built/bespoke structures

- Custom-built/bespoke structures include items that have been constructed from non-modular materials, e.g. wooden structures and exhibits.
- Such items are classed as 'complex' and the complex structure procedure set out in the Stand Plans section of the "E" guide must be followed.
- Bolts must be used on all joints and connections. Screws are not acceptable for joining members together.
- Rated, closed lifting eyes only are to be used; they must be integrated into the design and suitably bolted through the structure.
- Lifting points should be clearly identified and be suitable for the lifting operation.
- Materials used in construction must comply with the guidance in the 'Construction Materials' section of the Stand Construction

section, as per the "E" guide.

Third party rigging (client's own hoist and fix)

Contractors are permitted to make secondary fixings to rigging points supplied by the venue providing that:

- The arrangement has been communicated and agreed in principle prior to works taking place.
- Application is made to the venue at least 28 days prior to the first day of tenancy by means of the 'Hoist & fix/third party rigging form.
- The name of the person who will be on site and who is competent to carry out the fixings is provided on the form
- Installation and dismantling, including the fixing and removal of suspension wires, hoists and the alike takes place within the official tenancy period.
- Unobstructed access is available at floor level for hoist / plant vehicles etc.
- Suitable safety arrangements are made for overhead working which do not conflict or present a hazard to ground level work
- Suspended systems are installed prior to the commencement of stand construction wherever possible
- A report from a structural engineer is supplied for structures which are to be rigged (if appropriate), in accordance with the complex structure procedure detailed in the Stand Plans, section, as per the e-guide.
- A completed 'On Site Third Party Rigging/Hoist & Fix Sign-Off' form is submitted by a competent person prior to the items being flown, as certification of integrity for the attachment of items which are to be rigged.

Exhibition hall space rigging details.

- All "primary" top rigging will be undertaken by Excel London's rigging department, and approved sub contract rigging personnel.
- In general, the suspension of point loads may only be made to the bottom boom of the primary and secondary main roof beams (running north/south) of the building roof structure.
- The North exhibition halls. North Hall 1 to 23. Total open space size. 86520mm x 509680mm.
- The South exhibition halls. South Hall 1 to 23. Total open space size. 86520mm x 509680mm.
- Each 2000 square metre hall module is capable of a total maximum overall suspended load of 40000kg. The exception to this is hall module 1 and 23 north and south.
- Hoist self-weight and theatrical aluminium truss spreader beams self-weight must be taken into account when calculating event loads.
- Suspended loads must be in accordance with the loading diagrams.
- Each hall module consists of 2 primary roof beams and 2 secondary roof beams, sequenced - primary secondary - secondary - primary. This roof beam pattern is repeated.
- Floor to the underside of the roof beams is approximately 10000mm.
- Roof beam centre to roof beam centre is 7800mm.
- The venue roof has a camber; therefore, there is a slight roof beam height difference running north to south
- The primary roof beams carry the venue moveable dividing walls. These roof beams have a fixed track on the under-flange face which carries the moveable dividing walls.
- Dead hung rigging points fix to the primary roof beams via a beam clamping method.
- Note - the height of these points is lower than the dead hung rigging points on the secondary roof beams.
- Rigging points between main roof beams are created with theatrical aluminium trusses as spreader beams.
- Theatrical aluminium truss spreader beams are suspended below the underside of the main roof beams. 30

31. Water and Waste

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For all Piped Services a minimum 100mm height floor stand must be provided so that services can be run beneath.

All orders must be accompanied with a plan of the stand indicating the floor duct that the service must be run to.

If both of these are not provided the service cannot be installed but the purchaser will still be charged and will still be liable for the full costs of the service.

Service Order Procedure

Ordered pipework is installed under the floor ducts to the correct duct and left ready for connection. Once build has started the exhibitors call through to the install team via the Excel in-hall event services team and final connections are carried out to the stands based on a priority order as set on the day.

Compressed Air

- The compressed air supply is through a flexible hose and can be terminated with either a " BSP Isolating valve, a " BSP Isolating valve with " reducer or a 1" BSP Isolating Valve.
- The compressed air supply is usually maintained at a pressure between 5 and 6 bar (75-90 psi) subject to normal control fluctuation.
- The maximum capacity of a supply is 6 litres per second (80 cubic feet per minute) of free air.
- The compressed air supply is of industrial quality containing normal levels of contamination from oil, water and particulate matter. Users requiring pure compressed air shall supply their own filtering, drying and regulating equipment to obtain the quality of air required.
- An adequately trained person must be designated responsible for the proper operation of all machinery and equipment powered by compressed air.
- Exhibitors must ensure that only trained operators operate machinery and equipment powered by compressed air.
- All machinery and equipment powered by compressed air must have the appropriate BS /CE label attached.
- The use of rigid plastic pipe work shall not be permitted. Stand installations shall be made using metal pipe work or flexible plastic/nylon hose.
- All pipe work used in the installations shall be suitable for the operating pressure of the mains service for which it is to be used.

Gas

- Gas supplies are taken from the service subways that are situated below the exhibition floor.
- The gas pipe is then run up into the floor duct and then distributed onto the exhibition floor from the duct exit. The gas supply is through a flexible hose and terminated with a 1" BSP internal thread Isolating valve.
- Natural gas is supplied at a pressure of 22mm Hg or 12" Wg with a flow rate of 2.5 L/s or 300 c.f.h.
 - Any person carrying out work involving the installation, maintenance or checking of gas appliances (or associated fittings) must be competent under the Gas Safety (Installation and Use) Regulations 1998. At the present time this requires Gas safe registration.

Water and Waste

- Water & waste supplies are taken from the service subways that are situated below the exhibition floor ducts. The water & waste pipes are then run up into the floor duct and then distributed onto the exhibition floor from the duct exit.
- Domestic mains water is supplied through a 20mm pipe at a pressure of approximately 6 bar (90 psi) and can be terminated with either a " or 1" water cock. The maximum capacity from this supply is 0.3 litres per second (4 gallons per minute).
- Drainage is removed through a 2" hose with adequate capacity

to accept the discharge from a standard water supply.

- No mains water service will be connected to a stand, etc, unless a drainage system is installed on the same stand for the purpose of removing the water used.
- Pipework used on water installations must be made of copper, approved plastic, polypropylene or rubber. Steel or galvanised pipework shall not be used.
- All pipework used in the installations shall be suitable for the operating pressure of the mains service for which it is to be used.
- All exhibits and ancillary equipment containing water shall be carefully drained down at the end of an exhibition, in such a way that water is not discharged onto the floor of the Halls. Any costs involved in dealing with water discharge onto the floors of the Halls, or into the service ducts, or any damage caused to mains services in the service ducts or tunnels under the Halls by the discharge of water, will be charged to the Licensee.
- No paint, oils, fats, waste food, spirits, chemicals or other noxious substances shall be discharged into the drainage system. These materials shall be discharged into closed containers manufactured of material suitable for this purpose. Full details of wastes of these types are to be submitted to Excel who will make arrangements for their disposal at the cost of the exhibitor.
- The cost of clearing or repairing the drainage system or making good any other damage caused by the stand effluent shall be the responsibility of the Licensee.

Water Heaters

- Water Heaters can be supplied either over-sink or under-sink.
- Both types are stored water, holding approximately 5 litres of water. They heat continuously but if the tank is depleted it will take time to refill and reheat.
- Over-sink heaters have their own tap. Under-sink heaters connect to the taps on the sink, but these must be vented taps as the heaters are a pressurised system. There is an option on the rate card for this.
- Both types of heaters must have an electrical supply. This is not included in the cost of the water heaters on the piped services rate card. A separate 13amp single phase supply is required which can be ordered separately via either the organisers electrical contractor or directly from the Excel mains team if this is an individual exhibitor order.

Bathing Pools, Ponds and other Large Vessels

- Full details of all vessels containing 250 litres or more of water or other liquids are to be submitted to Excel for approval at least six weeks before the first day of the Licence Period.
- All vessels of this type containing water are to be fitted with either a connection in the base to a waste pipe ordered from Excel or a suitable connection incorporating a pump connected to a waste pipe ordered from Excel. This is to ensure that means are always available to easily drain down the vessel in case of emergency and at the end of the exhibition.
- Excel will undertake to fill and empty vessels by means other than piped water supply and drain where the construction of the vessels will not permit the fitting of pipework. The cost of such work will be charged to the Exhibitor.
- Enquiries regarding the supply of water and draining down of vessels of any type must be made to Excel at least six weeks before the start of the Licence Period. Excel will charge the applicant for the provision of this service, who will be advised of the cost before the work is put in hand.

Floor Ducts and Service Tunnels under Hall Floors / Overhead Walkways

- 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.

TRAVEL GUIDELINES

VISA AND DOCUMENTATION REQUIRED TO TRAVEL TO UK

It is the responsibility of the company to ensure having adequate information and/or entry and visa documents to travel to the country of the event.

Entry and visa information is available [here](#) and [here](#)

It is recommended that you plan your travel in advance and that you apply for your visa early, should you need one. The Organiser is NOT responsible for arranging visas. However, should you need an official invitation letter for visa application purposes, please contact registration@eshre.eu

No exhibition and registration fee refunds will be issued for cancellation or non-attendance due to failure to obtain a visa. In any case, the Organiser cannot be held responsible for any inconvenience relating to non-observance or non-compliance to the country law, rules and regulations.

ETA

Costs : An ETA costs £16 (approx.19 €)

Official website to have all the information : Gov.UK

DO NOT BUY AN ETA FROM A WEBSITE THAT REQUIRES MORE THAN THIS AMOUNT

You usually need an ETA rather than a visa if you're from Europe, the USA, Australia, Canada or certain other countries.

[Check if you need an ETA or visa to come to the UK.](#)

HOW TO DO AN ETA

Search "UK ETA" and download the app through the App store or on the Google Play store. You may also click on the link above to access it directly. Doing an ETA takes 10 minutes.



Stay vigilant – Always apply for your ETA/Visa through reliable sources to enter the UK.



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