



## Stand Information & Construction Regulations

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

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

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

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

### STAND INFORMATION

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

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

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

*Organiser approval is required for ALL stand and booth structures (Stand categories A, B and C).*

**Stand category A – ordering a shell scheme or shell scheme stand package through the official contractor:**

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

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

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

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

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

Your **Exhibitor Stand form** must be submitted for approval, prior to deadline of **Friday 6th October 2023**.



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### Stand category B – Building your own stand:

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

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

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

Designs, risk assessments and other documentation must be submitted along with your **Exhibitor Stand form** for approval, prior to the deadline of **Friday 6th October 2023**.

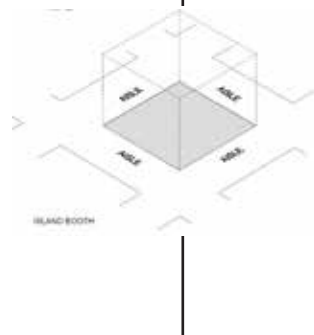
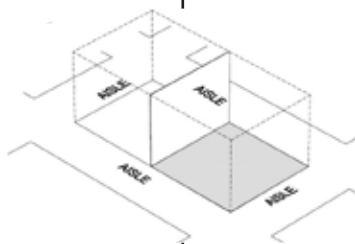
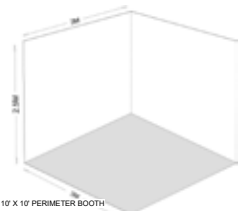
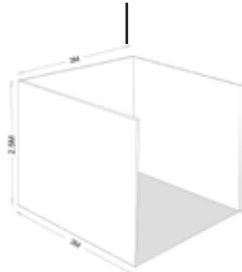
### Stand Category C – Having a custom-built stand by an External Contractor:

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

Designs, risk assessments and other documentation must be submitted along with your **Exhibitor Stand form** for approval, prior to the deadline of **Friday 6th October 2023**.



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### Types of Stands

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

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

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

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

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

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

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

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



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### CONSTRUCTION REGULATIONS

**Smarter Shows (Tarsus) Ltd.** is the **Organiser** of “Space Tech Expo Europe”: contact is Frédérique Bendjelloul at [frederique.bendjelloul@smartershows.com](mailto:frederique.bendjelloul@smartershows.com)

**Messe Bremen** is the **Venue** and **Local technical service provider** of “Space Tech Expo Europe”: contact the technical team on +49 (0) 421.3505 468 or [spacetech@messe-bremen.de](mailto:spacetech@messe-bremen.de)

#### 1. GENERAL

##### 1.1 INTRODUCTION

**All work must be carried out in conformity with the Technical Guidelines issued by Messe Bremen. Here follows a summary of these regulations, while full document can be downloaded on the Exhibitor Portal.** Should you have any queries, please contact the Organisers. Failure to observe these regulations may result in delays, restrictions and criminal proceedings against the exhibitor.

##### 1.2 NOTIFICATION OF CONTRACTORS

Exhibitors must notify the Organisers as soon as possible of the names of their stand contractors via the **Exhibitor Stand form**. This form should be submitted no later than **Friday 6th October 2023** – this form can be found on your Exhibitor Portal. We will again be issuing contractor wrist bands for ALL contractors to Space Tech Expo Europe therefore it is imperative that you complete the contractor information so we know who will be building your stand.

#### 2. PLAN PRESENTATION & SUBMISSION FOR APPROVAL

##### 2.1 GENERAL

All space only exhibitors are required to submit full dimensional stand design drawings and Risk Assessments (and Method Statements) by uploading the documents via the **Exhibitor Stand form**, which can be found on your Exhibitor Portal. Plans must be in English, to a recognised scale not less than 1:50 and be submitted by **Friday 6th October 2023**.

##### 2.2 STANDS OVER 2.5 M

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

- a) A plan showing location within the exhibition;
- b) A plan view with external dimensions, indicating which sides are open onto gangways, plus the location of any hall column and its dimension to the nearest stand edge;
- c) Elevation views, indicating clearly the heights of all stand fittings, raised platforms and proposed banner constructions;
- d) Details of all walling, platforms, demonstration areas, exhibits, graphics, etc;
- e) Details of materials and fire protection.
- f) Structural calculations proving the structural stability of the stand.
- g) A method statement detailing the process by which the stand will be built.



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#### 2.3 COMPLEX STRUCTURES

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

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

Examples include:

- Stands over 2.5m in height
- Viewing / service platforms
- Suspended items
- Raised walkways
- Ramps
- Sound / lighting towers
- Temporary tiered seating

Exhibitors wishing to construct two-storey structures are required to receive written approval from the Organiser in advance. The application deadline is **Friday 6th October 2023**. Additional stand approval costs may be charged by the venue for reviewing and approving two-storey stand plans. Any additional build up time required outside of published times might also incur some fees payable by the Exhibitor.

#### 3. DESIGN OF STAND

##### 3.1 GENERAL

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

##### 3.2 HEIGHT LIMITS & PARTITION WALLS

Exhibitors are required to construct freestanding partition walls between their own & adjoining stands. These must be to a minimum height of 2.5m and maximum height of 6m. Note: Where partitioning walls are constructed over 2.5m in height, it is the responsibility of the exhibitor constructing the wall to dress the rear of the partition wall down to a height of 2.5m in white. **All Space Only stands MUST be approved for construction by the Organiser.**

**Maximum build height** for stands in Hall 5 and the north part of Hall 4 is 6 meters.

Please note that in the south part of Hall 4, due to ceiling height restrictions it is **NOT** possible to build or rig to the heights mentioned or at all. Please contact the Organiser or the Venue if you have any questions.

**Maximum build height** for stands in the south part of Hall 4 is between 3.76m and 4m, depending on the exact location of the stand.

**Maximum build height** for stands in Hall 4.1 is 4m.

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



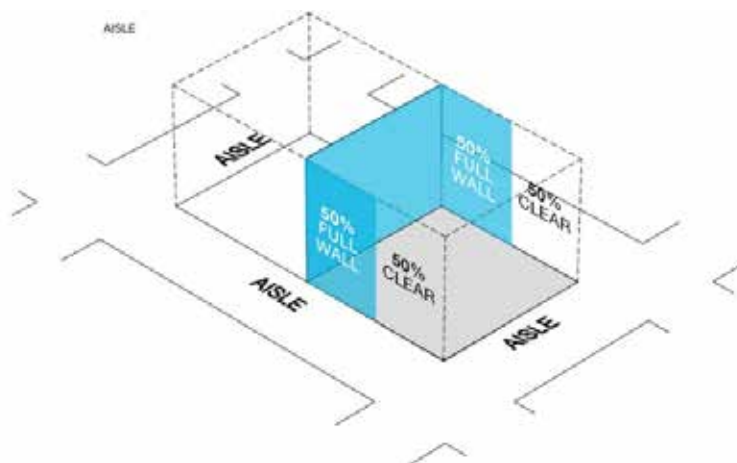
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#### 3.3 OPEN FRONTAGES/SOLID WALLS

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



#### 3.4 SPACE ONLY STAND NUMBERING

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

#### 3.5 OBSTRUCTING GANGWAYS

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

#### 3.6 PLATFORMS/RAISED FLOORS

Platforms are not essential but where they are incorporated into the stand design the following regulations apply:

- Corners should be rounded off
- The raised floor should be 2,5 cm high maximum
- Platforms should incorporate a ramp into their design for full accessibility:
  - The ramp must be designed so that each wheelchair user can drive up it alone and without any risk.
  - The ramp must be included in the raised floor and must not be built beyond the stand.
- Platforms must be of a strength and stability enough to carry and distribute the weight of the stand fitting, stand personnel, visitors and exhibits having regard to the loading limits of floors.



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### 3.7 DOORS AND WINDOWS

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

### 3.8 COLUMNS

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

### 3.9 SUSPENSION AND FIXING TO THE EXHIBITION PREMISES

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

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

Please note some restrictions do apply regarding rigging points in certain halls so please contact the technical department at Messe Bremen for more information on +49 (0) 421.3505 468 or [spacetech@messe-bremen.de](mailto:spacetech@messe-bremen.de).

### 3.10 RIGGING OF LIGHTING

Any items hung overhead from a truss or rigging structure must also have a secondary steel wire rope to secure it to the truss or rigging. All suspensions must adhere to mandatory regulations:

- BGV A1 (Allgemeine Vorschriften),
- BGV C1 (Veranstaltungs- und Produktionsstätten für szenische Darstellung),
- die BGV D8 (Winden, Hub- und Zuggeräte)
- and if necessary, the Versammlungsstättenverordnung (VStättV)

### 3.11 DEMONSTRATIONS

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighbouring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Details are published in the Messe Bremen "Technical Guidelines" document. These guidelines have priority.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.



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#### 3.12 SOUND/MUSIC

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighbouring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Sound and noise should not exceed 60 decibels when measured from the aisle immediately in front of a booth – Please refer to the **Venue Technical guidelines – section 10.9.**

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions.

#### 4. MATERIALS

##### 4.1 CONSTRUCTION MATERIALS

For the construction of stands, only approved materials may be used. Construction materials and components must be non-flammable or flame-resistant. Regulations DIN 4102 81 shall apply as a basis.

Construction materials which are highly flammable or which drip when burning are not permissible. Decorative materials must be flame resistant. On request, appropriate evidence must be provided by the stand operator.

Flower arrangements with leafy or pine twigs, trees or similar may not be used. Materials which burn explosively (such as bamboo, hay, straw or peat) are not permissible.

Please refer to the **Venue Technical Guidelines – section 6.4.**

##### 4.2 PAINTS

All painting must be carried out in water paint. Finishes that have a base of oil or cellulose must not be applied on site.

##### 4.3 CARPET TAPE

When fixing your own carpet, please note that only professional floor tapes may be used. You must remove all carpet tape at the close of the exhibition and charges will be levied for non-compliance.

#### 5. GASES

##### 5.1 LIQUEFIED GASES

The introduction of liquefied gas - such as propane, butane or such like - and its installation and utilisation are prohibited. If this rule is contravened, Messe Bremen's Technical Management is entitled to remove the units at the expense of the exhibitor and, if applicable, to have the stand closed for safety reasons.

If the presentation of goods on the stand is dependent upon the use of liquefied gas, the use of gas may be permissible after consultation with Messe Bremen's Technical Management, possibly subject to compliance with particular safety regulations and by agreement with the Bauordnungsamt Bremen (the Bremen Building Regulations Authority) and the Bremen Fire Brigade.

Please refer to the **Venue Technical Guidelines – section 6.4.13.**





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### 5.2 COMPRESSED GASES

When compressed gas cylinders are being used or handled, the accident prevention regulations must be complied with. Toxic gases must not be used. Before any system involving compressed gas cylinders is put into operation, it must be checked beforehand by an expert in accordance with the technical regulations, in order to ensure that the system is in a satisfactory condition. When such systems are used, Messe Bremen's Technical Management must be informed in advance. Compressed air tanks may be operated only in accordance with the Druckbehälterverordnung (Ordinance on Pressure Vessels) and the Technische Rege/h Druckgase (TRG, Technical Rules for Compressed Gases). Messe Bremen's Technical Management must be informed when such tanks are to be used.

Please refer to the **Venue Technical Guidelines – section 10.11.**

## 6. HAZARDOUS ITEMS/PROCESSES

### 6.1 HAZARDOUS SUBSTANCES ORDINANCE

Rege/h Druckgase (TRG, Technical Rules for Compressed Gases). Messe Bremen's Technical Management must be informed when such tanks are to be used. The "Hazardous Substances Ordinance" (Gefahrstoffverordnung – GefStoffV) regulates the use of potentially harmful and unsafe substances in Germany. The use of all toxic & hazardous substances is prohibited without written approval from Messe Bremen. Please refer to the **Venue Technical Guidelines – section 1.2.**

### 6.2 EMISSIONS, EXHAUST & FUMES

Any exhibit or process which generates, blows out or otherwise emits fumes, exhaust or smoke is forbidden as the Venue is not equipped with an adequate exhaust system. The Organisers reserve the right to shut down any machine that is not compliant at any time.

Please refer to the **Venue Technical Guidelines – section 1.2.** or contact the Technical team directly for more information.

### 6.3 MACHINERY & APPARATUS

All machinery & operated apparatus must be fitted with guards & must only be demonstrated or operated by persons authorised by the exhibitor.

Please be aware that all mains power supply to machines need to have FI-Schutz-Schalter 300ma max (Residual Current operated Circuit-Breaker). No mains supplies will be turned on unless both Lüco and Messe Bremen are fully satisfied that the installation meets the full requirements of the Venue regulations in relation to equipment, cable used and means of protection.

Please refer to the **Venue Technical Guidelines – section 6.4.5 and 6.4.6** or contact the Technical team directly for more information.

### 6.4 WELDING

Welding work on the exhibitor's own materials is permissible only by consultation and agreement with Messe Bremen's Technical Management. If the parts to be welded can be moved into the open air, welding inside the hall is not permissible. In all cases, it must be ensured that no danger can occur as a result of flying sparks. A fire guard (fire safety officer)



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and fire extinguishers must be provided. In the case of welding work, particular attention must be paid to the regulations of GUV 26.21. Please refer to the **Venue Technical Guidelines – section 6.4.11.**

### 6.5 USE OF LASERS

Laser systems exhibited and those operated for demonstration purposes must fulfil the requirements of the accident prevention regulation relating to laser radiation (VBG 93). The operation of laser systems of classes 3 B or 4 must be reported to the Gewerbeaufsichtsamt Bremen (the Trade Supervisory Board of Bremen). Please refer to the **Venue Technical Guidelines – section 6.4.10.**

### 6.6 USE OF FLAMMABLE LIQUIDS AND OILS

The use of petrol, paraffin or any other flammable liquids for cooking, heating or operating machinery etc. is prohibited. Please refer to the **Venue Technical Guidelines – section 10.6.**

### 6.7 RECYCLING

The exhibitor is responsible for disposal of all accumulated waste, both during the event and during construction and dismantling. Waste disposal must be performed by the exhibitor or his appointed representative in accordance with the Abfallbeseitigungsgesetz (the German Waste Disposal Act). The appropriate measures for the separation of recyclable materials must be carried out. Substances which could cause a health risk or contamination of water, such as oils, paints or emulsions, must not be discharged into the sewage system. Please refer to the **Venue Technical Guidelines – section 12.**

## Health & Safety Guidelines and Risk Assessment

### 1. Key Exhibitor responsibilities

Smarter Shows (Tarsus) Ltd. and Space Tech Expo Europe take their Health and Safety responsibilities very seriously and it is vital that Exhibitors and their contractors do likewise.

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

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

1. Each exhibitor should have a copy of their Company Health and Safety Policy available for inspection on their stand.
2. A "suitable and sufficient" risk assessment should exist in respect to all the significant risks in the business.
3. Every employer has a duty to co-operate with other employers (e.g. Exhibition Organisers) when sharing a workplace, whether temporarily or permanently.



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4. Maintain emergency gangways through and to the centre of the halls in build-up and breakdown situations - i.e. do not leave items in the gangway.
5. All operatives must wear suitable protective clothing relevant to their job, which includes eye, ear, foot and hand protection.
6. All operatives must wear hard hats when working beneath or near overhead working or if this is impracticable, restricting access in such areas.
7. Ensure that portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it.
8. Stacker trucks are not used by anyone other than fully trained personnel.
9. Disused fluorescent lights are placed in the trash bins in and around the halls, for safe and proper disposal.
10. Chemicals and flammable liquids are removed from the exhibition venue after use by the user or, in exceptional circumstances, brought to the attention of the venue-cleaning department for safe and proper disposal. Such products must not be placed in general trash bins or tips. NO SMOKING is permitted inside the exhibition halls.
11. Any work area is maintained free from general waste materials that could hazard operatives.
12. Only scaffolding incorporating standard safety features may be used and that any tower scaffold in use is properly stabilized and propped.
13. The venue Messe Bremen and the Organisers' nominated contractor Lüco will carry out all electrical work within the halls.
14. All materials used for construction or display must be approved as per the Messe Bremen Technical guidelines.

#### **2. Key Exhibitor requirements**

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

##### **1) HEALTH & SAFETY DECLARATION**

All exhibitors **MUST** complete and return the Exhibitor Stand form to indicate their commitment to Health & Safety at the show. This form can be found on your Exhibitor Portal.

##### **2) RISK ASSESSMENT**

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