



Space only stands

A **Space Only stand** is a floor space only stand which does not include the construction of a modular stand or any other extras. Space Only exhibitors need to mandate their own stand constructor to build their stand.



Compulsory forms to be submitted by each Space Only stand

The following documents are mandatory and should be returned to EWEA Exhibition Operations Team within the given deadline:

- Stand plans for approval (deadline: 15 December 2012)
- Risk assessment (deadline: 15 December 2012)
- Health and Safety Declaration (deadline: 15 December 2012)
- Structural calculations for stands over 4m in height & complex structures (deadline: 15 December 2012)
- Waste Removal order form (deadline: 14 December 2012)
- Stand cleaning order form (deadline: 4 January 2013)

All exhibitors are invited to read and abide to all exhibition and venue rules. It is the responsibility of each exhibitor to make sure that all safety and fire regulations are being respected by its staff and contractors.

Risk assessment

All space only exhibitors are required to fill in a risk assessment form by 15 December 2012.



[RISK ASSESSMENT & METHOD STATEMENT EXAMPLE](#)



[RISK ASSESSMENT TEMPLATE](#)

(for exhibitors who do not have yet a risk assessment for the exhibition)



Deadline: 15 December 2012

Health & Safety Declaration

It is important for all exhibitors to read and comply with EWEA's Regulations & Fire and Safety Regulations. Therefore it is necessary for all exhibitors to complete and return the Health & Safety Declaration confirming that they have read and received the manual.

All exhibitors are required to fill in a Health and Safety Declaration form by 15 December 2012.

EWEA Exhibition Operations Team will ask for this Health & Safety Declaration form on the first build up day if missing. Please make sure you complete it in order to avoid any delays during build up



[HEALTH AND SAFETY DECLARATION](#)



Deadline: 15 December 2012

Waste removal

All space only exhibitors are obliged to manage their waste during build up and break down, as well as during the exhibition opening days.

During build up and breakdown, space only stands exhibitors are required to rent containers according to the type of waste generated. Floor managers mandated by EWEA will check the amount of waste produced by each Space Only stand during build up and breakdown and exhibitors will be charged for the waste produced if they have not rented containers or do not remove the waste on their own.

Please note that during the event, a fee of 2€ per sqm will be charged to all space only stands covering the removal of paper, boxes and general waste.

Stand cleaning prices only include vacuum cleaning (no waste removal) and needs to be ordered separately if required.



[WASTE REMOVAL ORDER FORM](#)



Deadline: 14 December 2012

Structural calculations for stands

The following list is a brief description of Exhibition stands requiring Structural Engineer Approval:

- All overhead structures
- All stands with an accessible level higher than 40cm above hall floor level
- All Exhibition stand and truss structure with a constructed area of less than 25 sqm and a height of less than 4m where the aspect ratio of the floor area of the stand to the height is greater than 1:3
- All free standing uprights
- All free standing single walls

For all the stands exceeding 4m in height and double decker stands exhibitors are required to forward stand plans and structural calculations to the Exhibition Operations team by 15 December 2012



[RULES FOR DOUBLE DECKERS STANDS](#)



[EXHIBITION STANDS REQUIRING STRUCTURAL ENGINEER APPROVAL](#)



[CLOSED CEILINGS GUIDE LINES](#)



Deadline: 15 December 2012



Stand design

Stand design rules

- The maximum build height is 6m. This may be less in certain areas of the Hall B. Please check your stand location,
- Lighting rigs are permitted up to 8m as long as they have no build elements, ceiling or branding,
- Non-island stands must provide walling for the full length of their side / back walls to at least a height of 2.5m,
- Shared walling must be clad and finished in plain white down to a height of 2.5m,
- At least 50% of each stand side facing onto an aisle must remain open or fitted with transparent material,
- Extensive walling facing an aisle must be dressed with graphics, screens etc.,
- Walling of 4m or over facing onto an aisle must be stepped back by a minimum of 1m into the stand,
- Stands over 4m in height will need to provide structural calculations by 15 December 2012, and be checked on site, at an additional cost to the exhibitor,
- No full ceilings are permitted unless fireproof, water permeable textile is used or sprinklers are fitted,
- All double-decker stands must be fitted with sprinklers.
- All platforms over 38mm in height must include a ramp for wheelchair access.
- When placing items which require water, drainage, compressed air or power outlets, it is important to take into consideration the service ducts in the floor

IMPORTANT NOTE: All space only exhibitors must supply the EWEA Operations Team, no later than 15 December 2012, with drawings showing the proposed layout of their stand and all dimensions in both plan and elevation together with the relevant forms (Risk assessment form, Health and Safety Declaration, Waste removal order form) and structural calculations for stands over 4m in height.

Structure



Maximum stand build height must not exceed 6m; this includes any banners or logos. Lighting rigs only are permissible at a maximum of 8m, providing this is structurally possible and has been agreed with the Organisers in writing. No branding, build or ceiling is permitted on a lighting truss.

Stands exceeding 4m in height: must supply structural calculations by 15 December 2012 to be checked by a structural engineer prior to build up. The stand will also be checked by the engineer during the build.

Once stand plans, risk assessment and method statement, accompanied by structural calculations, have been received, they will be forwarded to the venue and structural engineer for approval.

There is an additional cost to the exhibitor for this service which will be confirmed by the structural engineer. Messe Wien reserve the right to insist on having any modifications it considers useful or necessary in accordance with their safety regulations.

Please submit drawings (pdf) and calculations as it is necessary to assess structure with all details of build. Drawings should contain enough detail to show exactly how the stand will be constructed, including base fixing details, bracing and connection details. Structural calculations are required to prove that the stand is stable and capable of supporting loads of anything which will be supported i.e. lights, speakers, plasma screens etc.



A technical floor plan showing the position of any service duct on your stand can be requested from the EWEA Exhibition Operations Team.

Shared Walling

Walls marked on the plan between two stands must be constructed to the full width to a height of at least 2.5m. Both exhibitors are responsible for cladding and decorating both sides of their stand wall above a height of 2.5m. The section of walling facing your neighbour's stand must be clad and plain white. The tops of stands must be finished tidily where they are visible from any gallery or atrium areas. Exhibitors on space only stands must NOT use the back of another stand as walls without the consent of the exhibitor concerned. However, the joint construction of a dividing wall is acceptable.



Two-Level Stands

Plans for two-level stand must be submitted to the EWEA Exhibition Operations Team by 15 December 2012. General stability of stands with two or more levels must be approved by a structural engineer. Structural calculations must be provided to be checked prior to build up and the stand will be inspected on site. There is a charge for this service.

No work can be carried out on two-level stands until the Organisers have provided written consent. Supplementary information on the design and choice of materials may be asked for at any time. A copy of the inspection report must be available to the Organisers.



The free height on the bottom level must be a minimum of 2.3m. There must be 1m between the bottom step of the staircase and the edge of the stand and the area between the aisle and the steps must be kept clear at all times.



[RULES FOR DOUBLE DECKERS STANDS](#)



Fire regulations and stand design

All halls are fitted with a sprinkler system, which is the reason why you are only permitted to build a completely covered stand when you use a fireproof, water permeable textile ceiling. When using solid materials, you may build your ceiling in a checkerboard fashion, provided the total covered area does not exceed 50% of the total stand area.

Smoke detectors connected to the venue alarm control room must be installed at stands with closed ceilings consisting of solid building materials, from a stand size of 50 sq m. floor area and 6m maximum width (radio smoke detectors may be used instead of wired devices).

Stands of over 150 sqm in floor area, or more than 6m wide, which have closed ceilings consisting of solid building materials, must be equipped with additional sprinklers. These can be connected to the existing pipe network in the floors ducts of the venue.

The sides of stands with closed ceilings may not normally be largely enclosed and must be surrounded by a 2.5m wide aisle.



All double-decker stands must provide a fire extinguisher for the upper deck.

Messe Wien staff and EWEA Floor Managers make regular safety inspection rounds before and during the exhibition. Evacuation routes and fire doors (including the outside), fire equipment, alarm buttons and signs must NEVER be obstructed, blocked or concealed. A minimum of two exits are required from "closed" rooms. The Organisers have the right to take down or change constructions as well as remove goods that are blocking the evacuation and transport routes.

The layout and decorating work shall be carried out without in any way damaging the buildings of Messe Wien, obstructing the operation or functioning of the equipment of these buildings or causing any danger, whether direct or indirect, to any persons or property whatsoever.

Gangways

The gangways used in this venue are the minimum permissible by law. Under no circumstances are exhibits, stand dressings, tables and chairs etc, allowed to encroach on gangways. Please remember to keep all your exhibits inside your stand area at all times. Building work or the putting up of decorations, signs or lighting over gangways is not permitted.

Materials

No stand or display material may be more flammable than wood. You are not permitted to use materials in your stand design such as paper, cardboard, plastic, artificial flowers, etc., which are easily ignitable or explosive, which can melt, drip, develop toxic gasses or produce excessive amounts of smoke. Materials must always be treated with a fireproofing agent, while closely following the guidelines laid down by the Fire Department and the manufacturer. The use of plastics or expanded plastic materials for stand decorations or lettering is conditional upon presentation of certification proving that the requirements of flammability standard B1, smoke emission standard Q1 and drop formation standard TR1 have been met.



Messe Wien reserves the right to reject the use of material that does not comply with the above mentioned demands. Fire-retardant materials must be approved. Approval or certificates must be available at the stand if it is not clear whether the material is fire-retardant. Fabric ceilings and other decor must be impregnated against fire.



Before each fair, Messe Wien staff and EWEA Floor Managers may conduct a fire inspection, which includes your choice of construction and decor materials.

Nothing containing inflammable or explosive liquids or gasses, may be brought into the halls, and for this reason, permission has to be applied for when motor vehicles form part of the stand design. The vehicle's fuel tank must be emptied, the fuel tank cap must be locked, the batteries disconnected and the vehicle's keys handed over to night security staff.

Fabrics

Textile fabrics used for interior display purposes on the stand must be flame proofed or already treated with an approved chemical when purchased. Certain fabrics such as wool, twill, or felt need not be proofed. Textile fabrics used for interior decorative purposes within stands must be fixed taut and/or in tight pleats (not draped) to a solid backing, secured 8cm above floor level and not touching light fittings.



Painting

Products containing organic solvents may not be used in the hall. Examples of such solvents are contact glue, spray paint, paints with petroleum spirit or thinner as solvent. This applies before, during and after the exhibition. Special permission for spray painting must be obtained:



Contact

EWEA Exhibition Operations Team

Dianne Wright, Gina Walls, Kathy Bryant

Email: exhibitionoperations@eweaevents.org

Tel: +44 247 651 0015

Stand Dressing

Artificial plants and flowers are combustible and give off fumes and must not be used. Silk type flowers are acceptable providing they have been fireproofed to BS476-Part 7 and are marked as such. Cellulose paints are flammable and must not be used in stand dressing. Fabric ceilings and other decor must be impregnated against fire.

Displays

All demonstrations and displays that are designed to attract crowds must be set back 1m from the gangway to avoid congestion in the aisles

Venue Care

No attachment, fitting, fixture or defacement is to be made to the flooring, ceilings or the internal or external walls of the building, nor is any ladder or other device whatsoever to be fixed to, or suspended from, any overhead gantry. No nail, screw or other device is to be driven into, or holes to be made, in any part of the building.

Damages

Exhibitors will be charged for the cost of making good, restoring or renewing any damages to the halls or site, for example, marks by paint and adhesive tape; damage to the walls or the exhibition carpet.

Demonstrations

- A. Any exhibitors planning a working demonstration on their stand must inform the EWEA Exhibition Operations Team by 15 December 2012.
- B. Demonstration areas must be indicated on your stand plans and, where necessary, must include soundproofing within the construction of this area.
- C. Plans must also show any proposed queuing and viewing areas within the stands. EWEA reserve the right to ban working demonstrations onsite if they, in any way, disturb neighbouring stands or pose a threat to the public.

Distribution of Promotional Material

Please bear in mind that all business including the dispensing of literature and promotional material must be conducted from your stand. Your staff will not be permitted to hand out leaflets etc, at the entrance to the event, in the gangways or any other part of the exhibition hall unless you have written consent from EWEA - the European Wind Energy Association.



Please note that material must not be attached to the fabric of the building. Any costs which could occur to remove this kind of materials would be charged to the responsible exhibitor.

Questions?

For questions related to the stand plans/Risk assessment/Health and safety declaration and structural calculations for stands over 4m height, please contact:



Contact

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