

Thank you for choosing to exhibit at LIFTEX.

This document contains all the information you will need to prepare your stand and have a smooth-running event.

If you have any queries, the operations team are available to assist prior to the event, you will find our contact details on the following page.

During the show the team will be based in the organisers office and will be available for any assistance you may require.

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Organising Team Details

Event Director	Oliver Greening	+44 (0) 20 7935 3013	oliver.greening@leia.co.uk
Operations	Marisa Beckman	+44 (0) 7798 643 414	marisa.beckman@liftexshow.com
Marketing	Charlotte Aldiss	+44 (0) 7827 952 688	charlotte.aldiss@liftexshow.com
PR	Emma Mackley	+44 (0) 208 398 5871	emma.mackley@liftexshow.com
Sales	Stephen Ingram	+44 (0) 1963 441 234	stephen.ingram@liftexshow.com
Stand Services	Creative Live	+44 (0) 1676 545 410	sales@creativelive.uk
Accounts / Invoicing		+44 (0) 207 935 3013	accounts@leia.co.uk

Event Action Plan

Return by	Document	Form
	Marketing Manual	
ASAP	PR & Marketing information	Exhibitor Zone from Mid. November 2024
	Operations Manual	
	Health & Safety Declaration	Online Form via the e-zone
	Space only stand designs	Submission to marisa.beckman@liftexshow.com
	Exhibitor Badges	Online Ordering in 2025
	Shell Scheme & Shell Scheme Package Nameboards	Online Ordering in 2025
	Shell Scheme & Shell Scheme Package Accessories	Online Ordering in 2025
	Space only carpet order from	Online Ordering in 2025
	Electrical installations order form	Online Ordering in 2025
	Internet and telephone requirements	Online Ordering in 2025
	Furniture Packages	Online Ordering in 2025
	Graphics	Order direct with Graphics suppliers
	Lifting & forwarding	Online Ordering in 2025
	Audio Visual	Online Ordering in 2025
	Water, waste & plumbing	Online Ordering in 2025
	Rigging	Online Ordering in 2025
	Risk Assessment Template	Form Download
	Badge Data Capture Scanners	Online Ordering in 2025
	Hotel Bookings	Online Ordering via Event Express reservations@eventexpressuk.com
	Catering	Online Ordering in 2025

Official Contractor Details

Service	Company	Contact Details	
Audio Visual	DB Systems	+44 (0) 345 226 3083	Click here to order using Password liftex2025 sales@dbpixelhouse.com
Car Parking	ExCeL London	£25 per day.	Click here to book parking
Carpet:	Creative Live	+44 (0) 1423 814 730	sales@creativelive.com
Catering:	ELH	+44 (0)20 7069 4100	sales@excelhospitality.london
Contractor & Vehicle Passes	LIFTEX Ops Team	+44 (0) 7798 643 414	marisa.beckman@liftexshow.com
Data Capture / Light pens	Details coming in 2025		
Electrics / Lighting	Creative Live	+44 (0) 1423 814 730	sales@creativelive.com
Exhibitor Badges	Details coming in 2025		
Furniture	Creative Live	+44 (0) 1423 814 730	sales@creativelive.com
Graphics	Full Vision	+44 (0) 203 866 4444	info@fullvision.co.uk
Graphics	Perton Signs	+44 (0) 208 992 5775	info@pertonsigns.co.uk
Hotel Accommodation	Event Express	+44 (0) 1905 732 737	reservations@eventexpressuk.com
Insurance	Hiscox Insurance	+44 (0) 800 840 2469	eventinsurance@hiscox.co.uk
Logistics - freight, lifting, customs	DSV Logistics	+44 (0) 121 780 2627	Carla.cook@dsv.com
Marketing team	Charlotte Aldiss	+44 (0) 7827 952 688	charlotte.aldiss@liftexshow.com
Operational team	LIFTEX Ops team	+44 (0) 7798 643 414	marisa.beckman@liftexshow.com
Shell Scheme	Creative Live	+44 (0) 1423 814 730	sales@creativelive.com
Rigging	ExCeL Event Services	+44 (0) 207 069 4400	rigging@excel.london
Shell scheme extras	Creative Live	+44 (0) 1423 814 730	sales@creativelive.com
Stand plan inspections:	LIFTEX Ops	+44 (0) 7798 643 414	Marisa.beckman@liftexshow.com
Telephone and internet:	ExCeL Event Services	+44 (0) 207 069 4400	itc@excel.london
Traffic Management	ExCeL Event Services		Via Voyage Control -10 May 2025
Water, waste & plumbing	ExCeL Event Services	+44 (0) 207 069 4648	pipedservices@excel.london

Timetable

BUILD UP		
Day	Hall Open	Stand Type
Monday 9 June	0800 – 2000hrs	Construction of Space only stands No build up for shell scheme exhibitors
Tuesday 10 June	0800 – 2000hrs	Construction / Dressing of all stands

All Stands must be completed, and excess products and materials removed from the hall no later than 2000hrs on Tuesday 10 June, to allow the hall and stands to be cleaned overnight.

EXHIBITION OPENING TIMES		
Date	Hall Open	Show Open
Wednesday 11 June	0800 – 1800	0930 - 1730
Thursday 12 June	0800 – 2200	0930 - 1700

BREAKDOWN		
Date	Times	Stand Types
Thursday 12 June	1730 – 2200	Removal of all shell scheme exhibits and standfitting to be complete by 2200hrs on Thursday
Friday 13 June	0800 – 1400	Removal of all space only stands to be complete by 1400hrs on Friday

*Breakdown will commence once all visitors have left the hall, and the Site Manager has declared it is safe to do so.

Please note:

Removal of furniture begins at 1800hrs on Thursday 12 June. **Shell scheme stands will be dismantled from 2000hrs on Thursday.** Therefore, all products must be cleared from shell scheme stands by this time.

All space only standfitting and exhibits must be clear of the halls by 1400hrs on Friday 13 June when tenancy of the hall ends. Anything left on a stand after this time will be deemed as rubbish and disposed of by the halls. **Charges to exhibitors for this service are high.**

EXHIBITS AND STAND EQUIPMENT CANNOT BE STORED ON-SITE AFTER 1400HRS ON FRIDAY 13 JUNE

Bars on Stands serving alcohol

LEIA strongly discourages the overt building of bars and semi pubs on stands.

Both LEIA and the LIFTEX Steering Group believe that overt bars do not give a good impression of the professionalism of the industry, particularly to visitors from parallel industries such as building engineers, facilities managers and local authorities who we are trying to attract to the event. Stand designs with large or conspicuous bar areas will not be approved.

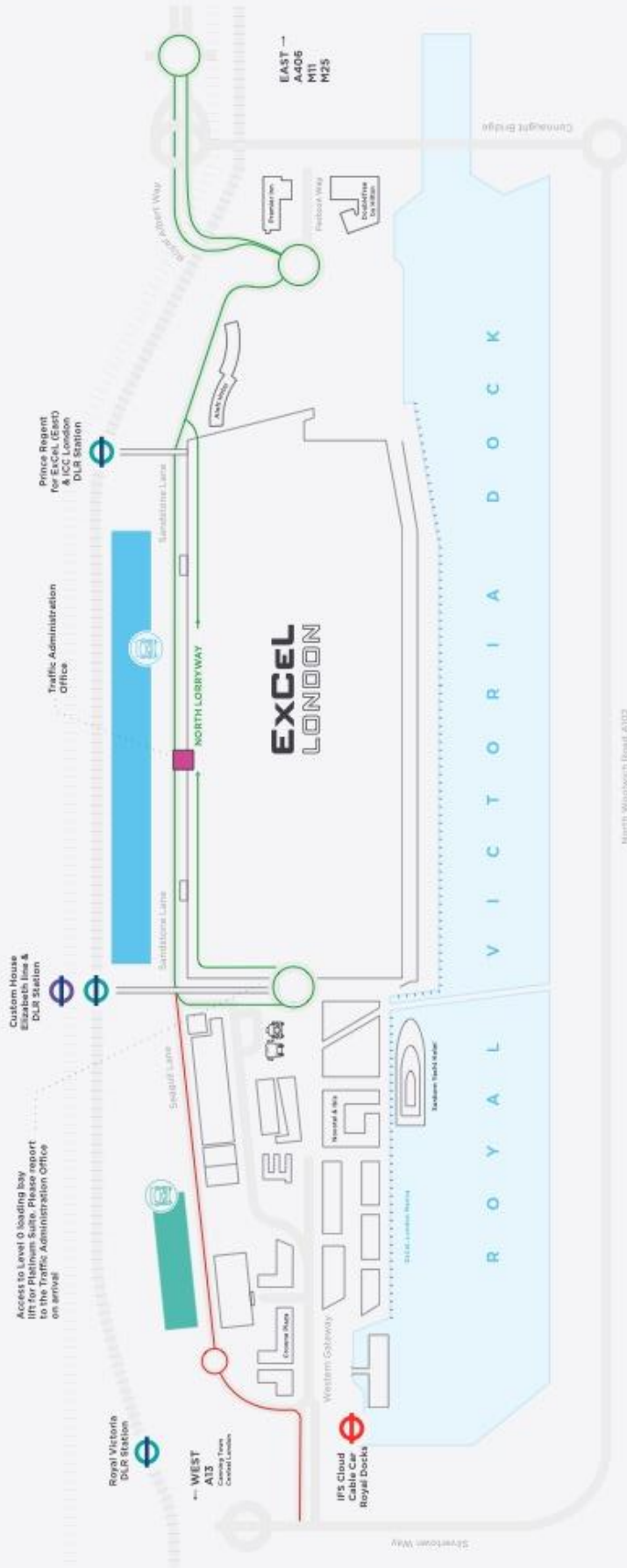
The provision of spirits, digestifs and liquers (neat or mixed) is strictly prohibited.

Delivery of Exhibits & Access Information

<p>Access to the Lorryway for deliveries</p>	<p>All deliveries to ExCeL must book a delivery slot via Voyage Control, ExCeL's online traffic management system. Not doing so will result in delays accessing the Lorryway.</p> <p>You can access Voyage Control in May 2025 and a link will be emailed to you at that time.</p> <p>To use Voyage Control you will need to set up an account, create a login and password and then complete the information required. This includes the type and reg number of the vehicle, driver contact details and which slot & Lorry Door you would like on your designated arrival day.</p> <p>Once you have completed your booking, you will receive an electronic pass, which you can either print out or keep on your phone. You should arrive at ExCeL East entrance 15 minutes before your designated time and show the pass to the traffic marshals. For sat nav purposes please use E16 1FR or What3words for ExCeL East is ///drip.cheese.luxury</p> <p>You will be given access to the South Lorryway as soon as space becomes available. Voyage Control will be used for managing all access to the South Lorryway during build-up, restocking and breakdown.</p> <p>Once you have finished unloading you will be asked to move your vehicle to the North Lorry Park or offsite.</p>
<p>Car & Lorry Parking</p>	<p>Exhibitors can park their cars/small vans in Orange Car Park underneath the venue - this will be available to pre-book only here at a cost of £25+VAT per 24 hours. You will be able to prebook from 10 May 2025.</p> <p>Access will be managed by the ANPR system when you arrive. Please note the height limit is 1.9m for this car park.</p> <p>There is limited lorry parking in the North Hall Lorry Park which you can do on site.</p>
<p>Courier Deliveries</p>	<p>If you are using a courier to deliver goods, please ensure deliveries are scheduled when someone will be onsite to receive them as unfortunately, we are unable to sign for deliveries on exhibitors' behalf.</p> <p>If you are unable to guarantee this, please consider using DSV Logistics as they will be onsite and can take delivery of your items for a handling fee. They will then only deliver to your stand once someone is there to receive the goods.</p> <p>Porters can also be pre-booked via bookaporter@mail.com</p> <p>All items for delivery must be clearly labelled as per the below:</p> <p>FAO: LIFTEX Exhibiting Company Name & Stand Number Onsite Contact Name & Mobile Number South Halls 10, 11, 12 ExCeL London Royal Victoria Dock, 1 Wester Gateway, London E16 1XL</p>
<p>Delivery Service</p>	<p>If your vehicle is affected by the ULEZ or DVS (or even if it is not) you may wish to investigate getting your goods delivered & collected by DSV our official freight forwarding contractor.</p> <p>DSV are able to collect your stand dressings and goods and will deliver them to your stand/storeroom. They are also able to return items to your premises. Please contact Carla Cook on T: 0121 780 2627 or E: carla.cook@dsv.com for a quote.</p>

<p>Driving within the M25</p>	<p>There are a number of restrictions on vehicles driving within the M25. Please note ExCel is not in the Congestion Charging Zone.</p> <p>London Ultra Low Emission Zone The Ultra Low Emission Zone (ULEZ) operates 24 hours a day, 7 days a week, every day of the year, except Christmas Day (25 December). The zone covers all areas within the M25.</p> <p>If you do not meet the standard you must pay a £12.50 daily charge to drive inside the zone. This includes:</p> <ul style="list-style-type: none"> • Cars, motorcycles, vans and specialist vehicles (up to and including 3.5 tonnes) and minibuses (up to and including 5 tonnes) • Residents of the Congestion Charge area (the 100% discount of the daily ULEZ charge has ended). • Lorries, vans or specialist heavy vehicles (over 3.5 tonnes) and buses, minibuses and coaches (over 5 tonnes) do not need to pay the ULEZ charge. But they will need to pay the LEZ charge if they do not meet the LEZ emissions standard. <p><u>To find out what charges you may need to pay please click here and enter your vehicle registration.</u></p> <p>Direct Vision Standard ExCel is also within the Direct Vision Standard Zone. The Direct Vision Standard (DVS) and safety permit for heavy goods vehicles (HGVs) requires operators of lorries over 12 tonnes gross vehicle weight to obtain a safety permit before entering and operating in most of Greater London.</p> <p>If your vehicle does not comply you may receive a substantial fine. Please check on the link below to see if your vehicle is affected.</p> <p><u>https://tfl.gov.uk/info-for/deliveries-in-london/delivering-safely/direct-vision-in-heavy-goods-vehicles</u></p> <p>As a guide, Direct Vision Standard compliance costs around £1500 + VAT.</p>
<p>Lifting Equipment / Labour</p>	<p>Exhibitors must arrange in advance for the supply of labour, lifting equipment, etc. for the handling of their own goods and exhibits. If assistance is required, exhibitors are strongly advised to contact DSV the official lifting contractor in advance for a quotation and to avoid delay on-site on Carla Cook on T: 0121 780 2627 or <u>carla.cook@dsv.com</u></p> <p>Please note that there are no facilities on-site for the ‘borrowing’ of trolleys/ladders or other equipment. All equipment is in the possession of the various official contractors, NOT the organisers, and any loans must be arranged through them.</p>
<p>Removal of exhibits and standfitting</p>	<p>The Event Timetable includes dates for you to remove your exhibits. The pull-out of the event will commence half an hour after the show closes on Thursday 12 June. All shell scheme stands must be clear by 2000hrs Thursday. All space only stands must be clear of the hall by 1400hrs on Friday 13 June.</p> <p>Vehicles arriving to collect goods must also book in with Voyage Control. On arrival they will be parked up in the vehicle marshalling area and brought forward to the halls as soon as space allows. Exhibitors with cars in the underground car park should leave them there until their exhibits are ready to load.</p> <p>Please ensure that all dismantling, de-rigging and packing of your stand is carried out before any vehicle is brought up to the loading area. If you have any queries, please telephone Marisa Beckman on T: +44 (0) 7798 643 414 or email on E: <u>marisa.beckman@liftexshow.com</u></p>

ExCeL lorryway access map Build-up and breakdown



Key



North-west lorry park



Traffic administration yard



Primary access for vehicles during build-up and breakdown



No access to traffic administration, Sandstone Lane or ExCeL car park



Berthing points



Coach, bus and taxi drop-off



Traffic administration office

A-Z General Information

<p>Accommodation</p>	<p>Event Express have been appointed as the official accommodation agency for LIFTEX 2025, offering discounted hotel accommodation exclusively for event attendees. If you're unsure of your requirements at this stage, Event Express also offer flexible cancellation policies which allow you to make amendments and cancellations at no charge until closer to the event date. However, we do advise that you book now and amend later in order to guarantee your preferred hotel.</p> <p>The Event Express service is completely free to use with no hidden charges and no booking or transaction fees, and the friendly reservations team will liaise with the hotels directly on your behalf. For more information, please contact Event Express directly via the email or telephone number listed below, or alternatively refer to the accommodation weblink to book your accommodation online.</p> <p>A list of recommended hotels can be found by here</p>
<p>Alcohol, Food & Beverage</p>	<p>All food and drink for consumption on the premises must be obtained from the sole official ExCel Hospitality, this is a condition of the shows license.</p> <p>Anyone wishing to bring their own food or beverages will need to pay a concession/corkage fee to ExCel. There will be an additional 20% surcharge if this is done during the show.</p> <p>Please click here to contact ExCel Catering and Hospitality</p>
<p>Audio Visual</p>	<p>We have appointed DB Systems as our official AV supplier. Click here to order on line using password liftex2025.</p>
<p>Badges</p>	<p>In the interests of security, all exhibitors and contractors must wear identity passes provided by LIFTEX at all times during the build-up, pull out and open periods of the Show. The Show Security staff will not allow you or your staff to enter the exhibition without a valid pass.</p> <p>Exhibitor badges You will be issued with LIFTEX exhibitor badges that allow admission to the exhibition halls throughout the event.</p> <p>To order your badges please follow the link and complete the online form: Badges will be issued to you approximately two to three weeks prior to the event to enable you to forward them on to the relevant people. Any very late requests for additional passes can be collected from the Registration Area on-site.</p> <p>Contractor Passes Contractor passes are valid for build-up and pull out only. They will be issued by security on arrival at the event.</p>
<p>Banking</p>	<p>There are two cash machines in the lower level of the Concourse at the entrance to the underground car parks.</p>
<p>Car Parking</p>	<p>When driving to ExCel London follow signs for Royal Docks, City Airport and ExCel. There is easy access from the M25, M11, A406 and A13.</p> <p>ExCel London's location postcode - E16 1FR. This will take you to the underground car parks as well as to the Lorryways.</p> <p>ExCel are now operating an online booking for parking. The present charge is £25 per day. For more information and to make your booking go to excel.london/driving-and-parking</p>
<p>Carpeting</p>	<p>ExCel is not permanently carpeted. This means that space only exhibitors will need to provide their own carpet to cover the hall floor. Shell Scheme stands have carpet included in the price of the shell scheme. Space only exhibitors may lay their carpet direct to the hall floor using an approved easily removed tape as used at other venues. Any carpet tape left by exhibitors, or their contractors, or any damage to the hall floor will be charged directly to the exhibitor.</p> <p>Exhibitors are reminded that non-carpeted stands are not permitted.</p> <p>If you would like to order carpet from the show carpet contractor, you can do this through the Creative Live Portal.</p>
<p>Children</p>	<p>Children under the age of 18, (including babies and toddlers) are NOT permitted in the hall, nor may they be left in vehicles in the surrounding areas during build-up and pull out. (This is a Health & Safety at Work Act 1974 requirement).</p>

<p>Cleaning & Hygiene</p>	<p>Aisle cleaning will take place continuously throughout the build-up. Packing, empty boxes and other waste items should be placed in the aisles for clearance. Sharp items must be properly wrapped and disposed of in a safe manner. The cleaners cannot be held responsible for stand items left in the aisles, which are subsequently thrown away as waste.</p> <p>Daily stand cleaning is included in the cost of your stand and is provided to all stands for Tuesday and Wednesday nights. Where night sheets are used, the keys should be left with the security office on the gallery level to allow early morning cleaning. For safety reasons, gangways must be left clear and free for passage and must not be obstructed in any way.</p> <p>Any sharp items of waste must not be included in the general waste and must be disposed of by the exhibitor, if required the venue can collect such items.</p>
<p>Cloakrooms</p>	<p>The Cloakroom is located on Level Zero by the car park</p>
<p>Complaints</p>	<p>It is in the interest of exhibitors and visitors that any faults or failures in the services provided at LIFTEX should be brought to the attention of the organisers as soon as possible. If you wish to make a complaint, please contact us in the Organisers Office</p>
<p>Conduct of exhibitors</p>	<p>The Organiser and/or ExCeL Ltd, reserve the right to expel any exhibitor, contractor, stand staff or visitor who fails to conduct themselves in a reasonable and acceptable manner. The right is also reserved to stop any nuisance noises or to request the stand or staff concerned to refrain from using any piece of equipment that is likely to cause offence or annoyance to other stands. Ultimately, the organisers reserve to right to bar an exhibitor or members of the exhibitors' staff from the exhibition.</p>
<p>Data Capture Services</p>	<p>User-friendly bar code scanners allowing you to record visitors to your stand. There is no need to collect business cards or write notes on a piece of paper, which may get lost. Our registration company will be able to provide the data to you in Excel format after the event.</p>
<p>Data Protection</p>	<p>When using a lead retrieval tool to scan visitors' badges and collect their personal data (as they disclose and consent to when registering) the exhibitor becomes the Data Controller and is then responsible for the safe and legal use and storage of this personal data.</p> <p>You should have a full data protection policy in place, including a statement of whether data is transferred outside of the European Economic Area. You are not required to send the policy to us however we recommend the team onsite have read and understood it. Visitors can – and may – ask to see your data protection policy.</p> <p>Visitors are also within their rights to decline to have their badge scanned by any exhibitor.</p> <p>Further information regarding data protection can be found on the Information Commissioners' Office website here.</p>
<p>Deadline Dates</p>	<p>There are two key deadline dates that we would like you to be aware of. Services can often be available after the deadline date however costs may increase or availability may be restricted.</p> <p><u>2 April 2025 - Deadline 1</u></p> <ul style="list-style-type: none"> • Space only plans <p><u>10 May 2025 – Deadline 2</u></p> <ul style="list-style-type: none"> • Voyage Control booking system will go live. • Audio Visual • Car Parking p • Catering Orders • Electrics and Lighting (please check your package details if you are shell scheme exhibitor). • Flooring and Platforms • Floral • Furniture • Internet and Telecoms • Lifting, Freight and Storage • Nameboards • Operations Form (ALL exhibitors) • Water and Waste

<p>Disabled and Less Able Bodies Visitors</p>	<p>Please ensure your stand and exhibits are easily accessible to all visitors. Disabled persons must be provided with the same service, on the same terms and to the same standard that is provided to others and it's unlawful to not make a reasonable adjustment for a disabled person.</p> <p>Your risk assessment must cover disabled visitors and we recommend that your staff are aware of your disabled facilities on offer. Further details about the Equality Act, and how you can obtain copies of the Act, can be found by clicking http://www.homeoffice.gov.uk/equalities/equality-act/</p> <p>Details can also be obtained via the following link: https://www.aev.org.uk/resources/e-guide</p>
<p>First Aid</p>	<p>If you require first aid, please contact a member of security or alert the organisers office so that the medic can attend, and the venue can direct the ambulance to a suitable location and ensure a swift path of access.</p> <p>Please be aware that the first aid room is not manned throughout the day. Please report to the organisers office or security should you need advice or assistance.</p> <p>Please be advised that at no point should you call an ambulance yourself or dial 999 – all requests must go through ExCeL London Control.</p>
<p>Floral</p>	<p>Floral displays can be ordered from Lavenders Blue.</p> <p>Artificial plants/flowers are not permitted, this is due to being combustible as well as giving off toxic fumes. Silk-type flowers are acceptable, providing they are fireproof or have been treated and proof can be supplied. If you would like to order a floral display for your stand, please contact Lavenders Blue on the details below or click here to download their brochure.</p> <p>T: +44 (0) 7811 179 481 E: paula@lavendersblue.co.uk</p>
<p>Furniture</p>	<p>The Official furniture contractor is Creative Live have a comprehensive catalogue of furniture you can choose from – you can access their online ordering system through the e-zone.</p> <p>T: 44 (0)1676 542616 E: sales@creativelive.uk</p>
<p>Graphics</p>	<p>Shell Scheme stands are built with white panelled walls. To design an eye-catching stand, there are several options to add graphics to these walls:</p> <ol style="list-style-type: none"> 1) Our official contractors offer several ways to produce full sized graphics on to your stand. Contact them via the Official Contractor page. 2) You can attach your own items, such as posters and graphics, with velcro or double-sided sticky pads. Please ensure you use fixings that will not leave a residue, as any damage caused will be charged for. Please do not stick anything to the metal work. <p>NOTE: If you are planning to produce full size graphics to cover the shell scheme walls please contact sales@creativelive.uk or marisa.beckman@liftexshow.com to determine the shell scheme walling configuration. Internal dimensions are smaller than the sqm of your stand, so obtaining the exact dimensions can be critical.</p> <p>Depending upon the size of the adjoining stands, 0.5m panels may be used rather than 1m panels.</p>
<p>Internet & WIFI</p>	<p>Full internet access via hard wired cables or wifi can be provided to your stand. Please click here to complete the IT Form indicating your requirements with a plan of the equipment position by 2 April 2025.</p>
<p>Insurance</p>	<p>Under the Exhibitor Contract, you are obligated to insure against legal liability incurred in respect of bodily injury to third parties or damage to property belonging to third parties. In addition to this, you will be liable to pay any expenditure incurred should the Exhibition be cancelled. Whilst we take every precaution to protect your property during the Event, we are not responsible for any loss or damage and you are advised to check your present cover or purchase specific cover for the event.</p> <p>The UK Financial Services Authority regulations do not permit us to advise you on any insurance matter, however, if you are not sure where to start we would draw your attention to insurance for Exhibitors offered by the companies below, Towergate and Hiscox Insurance. You are under no obligation to purchase such insurance from any particular company and may therefore choose to seek insurance from other providers.</p> <p>For your convenience here are a couple of companies that we have used in the past. Event Insurance T: +44 (0) 1425 474905 Hiscox Insurance T: +44 (0) 800 840 2469</p>
<p>Late Working</p>	<p>There will be no late working. Please ensure you allow yourself adequate time to safety carry out everything required.</p>

Lifting, Handling & Storage	<p>DSV are the official contractor for lifting, handling and storage at LIFTEX.</p> <p>The advantage of using the show official contractors is that they will be onsite during the build-up, open and breakdown periods of the show and are easily accessible. An added benefit is that using approved suppliers helps to lower the carbon footprint of your participation at LIFTEX.</p> <p>T: +44 (0) 121 780 2627 E: carla.cook@dsv.com</p>
LPG / Compressed Gasses	<p>No LPG will be allowed in the halls without the permission of the Organisers.</p>
Marketing	<p>To boost your presence at the exhibition, why not take part in the extensive marketing and PR campaign. Participation is free and will help you attract visitors to your stand. In addition, why not coordinate your marketing with that of LIFTEX 2025. Email Charlotte Aldiss on E: charlotte.aldiss@liftexshow.com to find out how you can benefit from the LIFTEX campaign.</p> <p>Click here for the Marketing Guide</p>
Materials & Stand Dressing	<p>Exhibitors and Contractors must have test certificates for any materials which they intend to use in the construction of a stand.</p> <p>As a guide, plastic flowers (except fire retardant silk flowers), flammable paints and fabric backdrops (unless treated) tend NOT to be permitted. If you have any doubts, please refer to the materials section of eGuide - https://www.aev.org.uk/resources/e-guide</p>
Music	<p>Playing music on your stand is generally discouraged by the Organisers.</p> <p>PPL PRS Ltd are the company who will administer a joint licence called The Music Licence. This means anyone wishing to play recorded music publicly - such as bars, offices and music venues - will only have to sign one agreement. This will then cover them for the performing rights in both recordings and songs.</p> <p>Previously, it was necessary to get two licences - one with PPL for recording rights and another with PRS For Music for publishing rights. Businesses can apply for the new joint licence via the PPL PRS website. If you have an existing licence agreement with PRS and/or PPL it will be transitioned to a joint agreement as your existing licence expires. For more information visit https://pplprs.co.uk</p>
Operations Team	<p>The Operations team will be able to assist with any operational questions you may have as you prepare for the show, contact them on E: marisa.beckman@liftexshow.com</p> <p>Onsite, the team will be based in the Organisers' Office S7 lower.</p>
PA System	<p>The PA system is for official use only. It is not available to exhibitors or visitors for any purpose during the show open hours.</p>
Patents & Copyrights	<p>You are advised to protect any inventions that you intend to exhibit at LIFTEX 2025 by obtaining a UK patent before the show. Further information can be obtained from the Patents Office on 08459 500 505 or 01633 813930.</p>
Photocopying, Printing & Fax Facilities	<p>There are photocopying, faxing or printing facilities in the Business Centre, situated in the Concourse</p>
PR	<p>For public relations and press enquiries, please contact Emma Mackley on T: +44 (0) 7796 694735 E: emma.mackley@liftexshow.com</p>
Professional Standard of stands	<p>In addition, to the specific regulations on bars earlier in these regulations, LEIA reserve the right to exclude any acts and entertainments on stands that in the opinion of the organisers are not in the best interest of projecting the responsible and professional image of the exhibition and industry in general.</p>
Security	<p>Although every reasonable precaution is taken and the hall is patrolled day and night, exhibition halls are vulnerable places and the Organisers can accept no responsibility for any loss or damage which may occur to your staff or property from any cause. Please consider these security tips when planning your stand:</p> <ul style="list-style-type: none"> • Make contact with the event security company for advice on how secure vulnerable/ valuable items • Do not leave your items unattended at any time during the build-up, the open period or breakdown. Do not leave the venue until all visitors have gone each evening • Think about how you position desirable items, especially where you may not be able to keep an eye on them • Always secure desirables and valuable items. Typically, these are plasma screens, lap tops, mobile phones and handbags

	<ul style="list-style-type: none"> • Ensure you have enough staff so that your area is not vulnerable to thieves and do not ask anyone else to watch over your property while you go for a break. They may become busy and not be able to keep an eye on it • Remove all portable items of value each evening where possible, especially on show close evening. Do not leave them until the following day for collection • Arrive in time for the show opening each day. Ensure your stand is staffed at least 15 minutes before the show opens, but remember the halls open early each day (please check timetable at the front of this document) for maintenance and re-stocking • Use a lockable cabinet to store your personal possessions during the show open hours • Consider using a night sheet • Hire an alarm for your area if you have valuable or portable items • Ensure your insurance arrangements cover you for this exhibition <p><i>If you are a victim of theft, please report the matter immediately to the show security team.</i></p>
Site Rules & Emergency Procedures	Please pay careful attention to the Site Rules and ensure they are circulated to all stand staff.
Storage	<p>DSV are the official contractor for storage at LIFTEX.</p> <p>The advantage of using the show official contractors for storage is that they will be on-site during the build-up, open and breakdown periods of the show and are easily accessible.</p> <p>T: +44 (0) 121 780 2627 E: Carla.Cook@dsv.com</p>
Telephones	A telephone, fax service and internet access can be provided to your stand. Please download and complete the IT and Telephone Form indicating your requirements with a plan of the equipment position by 2 April 2025 .
Terms & Conditions	This Exhibitor Manual forms part of the Terms & Conditions that you agreed to on signing your contract.
Waste	<p>All exhibition venues in the UK are cracking down on excessive waste and a new system of charging has been introduced. How it works - Essentially, if you leave more than 2 boxes of rubbish or more than 6m² of carpet, your company will be charged a minimum fee of £4.50 per box and <u>£80.00 for any amount of space only stand carpet.</u></p> <p>During the pull out the floor manager and venue staff will remind all stands not to leave rubbish and where necessary they will photograph all space only carpets/coverings while on the stands for later identification. Once the pull out is complete, the venue staff will record which companies incur charges and the exhibitor will be invoiced directly by LEIA.</p> <p>The waste is monitored by our floor manager and the venue who regularly take photographs of stands built and in pull out to identify waste. Don't waste your money by trying to dump your waste.</p> <p>What determines "excess waste"?</p> <p>Excessive waste is all waste left during and after an event that is not included in the normal cleaning contract and includes (but is not limited to):</p> <ul style="list-style-type: none"> • carpet - except small scraps from space only stands. • lino and laminate flooring • crates/pallets • building waste, such as bricks, sand and stand fitting materials • metal work • large items that will not fit into rubbish receptacles or that need to be removed by mechanical means • hazardous waste - e.g. paints, solvents, chemicals, clinical waste, aerosols, oils or lubricants, including rags used in the application of these substances • cooking oils • strip lights (fluorescent tubes) and light bulbs • material produced by working demonstrations of exhibits • stand fitting materials and MDF panels • boxes of catalogues or leaflets left by exhibitors • electrical equipment <p>All excessive waste left at the venue will be charged to the exhibitor responsible.</p>
Water, waste & plumbing	Please contact Marisa Beckman at marisa.beckman@liftexshow.com for more information on how to book this.

Space Only Stands – Submission of Plans

A Space Only stand will **NOT** have carpet, electrics or walls provided by the Organiser.

Please consider using a contractor that is an ESSA member. ESSA have a code of conduct that all members should adhere to and a bond arrangement in place. For more information, or to find an ESSA member please go to www.essa.uk.com

From 2015 exhibitions now fall under a revised set of UK regulations, Construction Design and Management 2015 (CDM), and each space only site will be considered its own CDM site.

- The Exhibiting Company is the 'client' and is responsible for appointing a designer and contractor, giving them the information, they need to do the job and ensuring they do the job they have been appointed for.
- The company designing the stand is the 'principle designer' and is responsible for ensuring the stand is designed to be built in the time given, within the regulations of the event and under UK Law.
- The company building the stand is the 'principle contractor' and is responsible for ensuring the stand build is planned, managed and monitored within the regulations of the event, UK Law and the Site Rules.

PLEASE NOTE THAT YOU WILL NEED TO NOTIFY THE ORGANISER OF YOUR KEY RISKS VIA THE CDM PHASE PLAN.

You should still undertake a risk assessment as it is YOUR responsibility to understand and control the risks you foresee. Please ensure that you have understood and comply with all regulations.

Submission of Plans

Designs and plans are required for all Space Only sites.

Each exhibitor should complete and return to marisa.beckman@liftexshow.com

- **Operations Form**
- **Stand layout plans (elevation and plan view drawings)**
- **CDM Phase Plan**
- **Method Statement**
- **Risk Assessment)**

Please note that we will be checking these plans against the aesthetic rules of the event however it is the contractors' responsibility to ensure the stand can be built in time available and is structurally viable.

Space Only Stand Plans should be submitted NO LATER than 2 April 2025.

PLEASE ENSURE YOU READ THE GENERAL GUIDANCE IN CONJUNCTION WITH THE 'KEEPING SAFE' HEALTH & SAFETY SECTION OF THIS GUIDE

All work must be carried out in conformity with the requirements of the [eGuide](#). All stand structure, signs, notices etc must be confined within the area allocated and may not project into or over gangways.

Complex Structures

The following type of stands are considered to be too complex for the event and may only be constructed with the exceptional permission of the Organiser. For more information please contact marisa.beckman@liftexshow.com

The following is a list of the most common Complex Structures. The list is not exhaustive.

- Is a single storey stand above 4m in height
- Features stairs or staircases over 600mm in height
- Features platforms over 600mm high
- Has a Viewing / Service platform (Any platform / stage for public use excluding overall stand platforms)
- Has a bespoke flown structure and/or rigging containing timber or that's been modified
- Rigging/flown equipment above 400kgs
- Freestanding features - sound / Lighting towers
- Features temporary tiered seating
- Any structure, regardless of height, requiring structural calculations

The Structural Engineer nominated by the Organisers will inspect the Complex Structure at the design stage, during the build-up and on completion. **The cost for complex structures is £450 + VAT per stand. All charges incurred are your responsibility.**

Space Only Stands – Designing your stand

Designing your stand

All stand structures must be designed with the method of working and the environment and timeframe that it needs to be built in mind.

Sustainability should be a fundamental part of your plans leading up to exhibiting. The best stand design doesn't always require the most materials.

- Ask your stand builder to provide you with information about how they are reducing the environmental impact of your stand, and how they measure that reduction.
- Source environmentally friendly materials, avoiding those which will end up in landfill. Timber is used extensively in stand building, so insist your stand builder uses timber which carries the Forest Stewardship Council trademark, or which has been recycled already.
- Design for re-use and re-purposing of materials – find new ways to utilise materials which have previously been part of displays/attractions and are surplus to requirements at the end of the event.
- Design your stand to make best use of energy efficient lighting e.g., LED
- Maximise prefabricated components in your design which can be used again, and which can be built/dismantled efficiently.

The following basic considerations must be addressed:

- The sequence of construction and destruction as well as the sequence for the removal of any temporary parts
- The design should consider the safest means of connecting components and, where appropriate, indicate the necessary provision of access equipment and the safe system of work to reduce the time spent working at height
- The method of construction / destruction and use of appropriate and safe working practices
- Stability at all stages of construction and destruction
- Identifying the point at which the structure can support itself
- Identifying the permanent elements that ensure stability
- Calculations indicating the relevant forces and load capability of the structure
- The floor loading capacity of the venue
- A thorough check of orientation, columns, obstacles, ducts etc.

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

- Weights of components should be clearly marked and where necessary, lifting points indicated
- Components should be stacked and delivered so that they can be removed in the desired order
- Deliveries must consider the floor loading in the area of erection or unloading
- As much of the construction as possible should be completed at floor level. This should include decking and the erection of handrails to ensure a safe place of work on raised floors to avoid the provision of additional safety measures such as temporary edge protection and fall restraint or arrest systems
- Welding and cutting (fabricating) are not allowed within the venue without the prior written consent of the venue
- Plant and equipment must only be operated by a competent person and copies of their licences or certificates must be available for inspection at any time
- Cranes are allowed but the positioning of the vehicle must be arranged through the official contractor to ensure that the weight loading is effectively distributed on the floor. Lifting the main deck using several forklift trucks is acceptable provided a Method Statement and Risk Assessment for such an activity has been undertaken and submitted

It must be completely self-supporting and stable. No stand should be supported by direct suspension from the roof of the exhibition halls, nor may any fixing be made to the structure of the building. **Nothing may be drilled, attached or bolted to the hall floor.**

Please ensure you consider ALL visitors when designing the stand.

The Organisers may, at the expense of the exhibitor, remove or alter anything in, on or forming part of any stand if, in their opinion, it is desirable to do so in the interest of the exhibition.

Drawings must clearly identify the sequence of construction, e.g. construction of frame; insertion of legs; fixing of bracing; and destruction.

All Stands - Standfitting Regulations

Bridging	Bridging of gangways will NOT be permitted.
Cavities	Spaces beneath raised seating and platforms and all cavities, including those between and behind stands, may not be used for any purpose other than for electrical or other services and may be sealed off. Provision must be made for clear access to electrical and other services in these areas.
CDM Phase Plan	Under UK law, you are required to undertake a Risk Assessment. However, we will not request to see this unless you notify us of a specific risk within your CDM Phase Plan or Operations Form. All exhibitors who are constructing their stand or arranging for someone else to construct on their behalf should ensure that a CDM Phase Plan has been carried out. Your CDM Phase Plan will serve as a useful tool to ensure you and anyone around you is safer. www.cdm4events.org.uk is a good website explaining what is and isn't required and by whom. They also have some good online templates that will assist you in providing the correct information.
Compressed gases (e.g. LPG)	Use of gases will only be permitted where essential and by exception and these must be registered as a special risk. A certificate of installation by a CORGI registered fitter is required for LPG installations. Only one cylinder can be kept on the stand at any one time. Cylinders which have never contained gas (as opposed to cylinders which have been emptied) may be used for display purposes.
Doors & Vision Panels	<ul style="list-style-type: none"> The required minimum effective clear width of a door is 800 mm. Doors must have a vision panel with a zone of visibility spanning from 500 mm to 1500 mm above the floor. The exception to this is doors to small storerooms, where a small panel may suffice. Doors must be recessed where they open on to public circulation areas, i.e. they must not open directly on to a gangway. Sliding doors are not acceptable as emergency exit doors.
Double Deck / Multi Storey	These are NOT permitted at LIFTEX.
Dust	Dust must be kept to a minimum and dust sheets used. Dust extraction must be used, where fitted, on power tools.
Electrical Regulations	All work on stands must be ordered through the official contractor. All electrical installations must comply with the eGuide - a copy of these can be downloaded https://www.aev.org.uk/resources/e-guide
Employment of Labour and Contractors	<p>There are some services which the Organisers are bound within the terms of the tenancy to use. There are additional services where in the best interests of the show the Organisers have appointed Official Contractors. Grouped together these are: Electrical Mains, Catering, Rigging, Water & Waste, Gas, Lifting, Security (not individual stand security).</p> <p>Where no sole appointment has been made it is recommended that as far as possible, exhibitors should make use of the contractors named in the manual who will be available on-site.</p> <p>It is the responsibility of the exhibitor to ensure the competency of the contractor and his/her suitability for the work you are specifying in the exhibition.</p> <p>Please consider using a contractor that is an ESSA member. ESSA have a code of conduct that all members should adhere to and a bond arrangement in place. For more information, or to find an ESSA member please go to www.essa.uk.com</p> <p>NOTE: The Organisers reserve the right to stop work being carried out by any person where the work is, in the reasonable opinion of the Organisers, being carried out in breach of these regulations and the Organisers may require such person to stop work immediately and may direct such person to leave the exhibition.</p>
Escape Routes, Inner / Trapped Rooms & Travel Distances	<p>Alternative escape must be available from any point within the stand area or structure which leads to a place of safety. This also relates to the internal areas of exhibits such as mobile homes, trailers, hospitality areas etc.</p> <p><u>Means of Escape, Exits, Entrances & Travel distance</u></p> <p>All escape routes from stand areas must lead to a gangway. Exit widths must have an unobstructed width 1m for stands <100m² and 2m for stands >100m² and an unobstructed height of 2.1m (except doorways 2.06m).</p> <p>There should be no obstruction that could impede the free flow of people using the escape route.</p>

	<p>All floors must be even and have a firm, smooth, slip resistant finish. Trip hazards should be avoided. No floor shall be constructed having a slope in excess of 1 in 12.</p> <p>The maximum travel distance from any part of a stand to a gangway must not exceed:</p> <p><u>Multiple exits</u> - The maximum travel distance from any part of a stand to a gangway must not exceed 50m; this must be reduced by 25% to 37.5m if alcohol is being served.</p> <p><u>Single exit</u> - The maximum travel distance from any part of a stand to a gangway with one exit, must not exceed 20m; this must be reduced by 25% to 15m if alcohol is served. In addition, there may be no more than 60 persons occupying the stand or area at any one time.</p> <p>Occupied inner rooms on stands must be avoided where possible and can only have a single emergency exit for up to 60 people but thereafter must be a minimum of two exits, sited remotely from each other. If the travel distance from the room to a gangway exceeds 20m then there must be two exits in any case (reduced to 15m where alcohol is served in the room).</p> <p>You must also anticipate the requirements of disabled and other vulnerable visitors when determining the number of exits.</p> <p>Enclosed areas must have appropriate exit signage installed complying fully with regulations laid out in the exhibitor manual. Enclosed areas with ceilings (including casements) must have illuminated exit signage complying with current British Standards. *Please refer to Exit signs</p>
Exit Signs	<p>Alternative means of escape and adequately maintained general and safety lighting, with maintained illuminated exit notices must be provided to any enclosed area on a stand. Enclosed areas with ceilings (including casements) must have illuminated exit signage complying with current British Standards.</p> <p>Exit signs must be a minimum height of 200mm and minimum width of 400mm, be on a 24hr electrical supply and illuminated at all times and positioned so they are visible.</p> <p>The illumination provided by normal lighting and emergency lighting should be sufficient to enable anyone to see their way out of stands, seminar rooms and theatres at all times. The horizontal luminance at floor level provided from either source along the centre line of defined escape routes should not be less than 0.2 lux and preferably 1 lux.</p> <p>Any battery used for emergency lighting should be capable of maintaining the full load connected to it for a minimum of three hours after the failure of the normal supply.</p>
Fabrics	<p>Textile fabrics used for interior display purposes on the stand must be flame proof, or already treated with an approved chemical when purchased, in accordance with BS 5438 (1976). 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 light pleats (not draped) to a solid backing and secured 25cm above floor level, not touching light fittings.</p>
Flag Poles	<p>Flag poles must not exceed 4m in height and must have a secure base and be very stable. Please note flag poles will be checked on site for stability.</p>
Floor Loading	<p>The floor loading for stands on the ground floor of ExCeL is 18KN/m². If you have any queries regarding floor loading, please contact Marisa Beckman at marisa.beckman@liftexshow.com</p> <ul style="list-style-type: none"> • Floorloading for your stand must include all exhibits as well as your stand build. • Point loads in excess of this and in certain areas of the venue will require larger base plates • The permitted loading on the Lorryway, Ramps and Exhibition Hall Floors is that of a fully loaded 40 tonne heavy goods vehicle or up to 18kN/M² • Any crange requirements MUST be booked through the official lifting contractor • Any loading configurations in the Halls or other parts of the Building or site require the specific approval of the Organisers. • Any exhibit exceeding a 1 tonne point load, should be notified using the Operations Form. • The maximum weight loading of a duct cover is 5 tonnes • No fixings whatsoever may be made to the Hall Floors. • Any costs, through specialists engaged by the Organisers, associated with investigating the viability of potential weight loadings in the Halls or other parts of the building or site will be the sole responsibility of the Exhibitor.

Fumes	Exhibitors and contractors have a duty to exercise proper controls over the release of noxious fumes and if necessary, carry out a COSHH assessment. Please be aware of fumes from paint and spraying equipment. Engines of vehicles in the halls must not be left on idle. Where this is unavoidable i.e. for cranes, the lifting supervisor is responsible for ensuring the combustion fumes do not build up in the halls, service tunnels and basements as a result.
Gangways	<p>The gangways used in this show are the minimum permissible by law and exhibitors and contractors are reminded that the gangways should not be used to store standfitting or construction materials during build up & breakdown.</p> <p>Designated emergency aisles must be kept clear at all times. Lifting contractors are not to set down loads in designated emergency aisles. Under no circumstances will exhibits, stand dressings, tables and chairs etc. be allowed to encroach into the gangways. Please remember to keep all your exhibits inside your stand at all times.</p> <p>Please speak to our Site Managers when looking at the most suitable location for you to work from. Items may need to be moved if they are left in gangways for any significant time or if access is then required.</p>
Hazardous Substances	Hazardous substances are not to be brought into the halls unless essential. The use of hazardous substances must be subject to a COSHH assessment. Exhibitors must declare the use or display of hazardous substances as a special risk.
Height Limit	<p>THE HEIGHT LIMIT FOR THE EVENT IS 4M.</p> <p>The maximum height to which a simple structure may be built is also 4m. Please note the height limit is measured from the floor and not from any platforms on your stand. You may not build above 4m without the express permission of the organisers and this is only likely to be granted for whole lift installations.</p> <p>Please note the minimum height limit for any structure / archway for visitors to pass under is 2.6m.</p> <p>Stands over 4m in height are classed as COMPLEX and will require checks prior to the event by the Organisers Structural Engineer. This will incur an additional charge of £450 + VAT and will be invoiced to you prior to the event.</p>
Hot Works Permit	Hot works are NOT Permitted.
Lighting	<p>Low Level Lighting</p> <p>These can cause burns. Please ensure that adequate guarding is provided should you wish to install or use any spotlights on your stand that may be within easy reach of the general public.</p> <p>Stand Lighting</p> <p>Consideration should be given to the lighting design and layout of a stand, to minimise discomfort caused by glare and dazzle to those viewing products. Adequately maintained general and safety lighting, with maintained illuminated exit notices shall be provided to any enclosed area on a stand.</p> <p>Emergency Lighting</p> <p>The illumination provided by normal lighting and emergency lighting should be sufficient to enable anyone to see their way out of stands, seminar rooms and theatres at all times.</p> <p>The horizontal luminance at floor level provided from either source along the centre line of defined escape routes should not be less than 0.2 lux and preferably 1 lux.</p> <p>Any battery used for emergency lighting should be capable of maintaining the full load connected to it for a minimum of three hours after the failure of the normal supply.</p> <p>Doors and gates forming part of an escape route shall be provided with a vision panel of clear glazing at sight level and must be hung to open in the direction of escape, clear of any steps, landings or gangways.</p>
Lifting/ Forklifting	A competent and approved lifting contractor has been appointed – DSV -and can be contacted at carla.cook@dsv.com . All lifting and fork lifting must be done by DSV and comply with The Lifting Operations and Lifting Equipment Regulations (LOLER).

Materials	<p>All materials used in the construction of stands, features and displays, including signs and facias, must be:</p> <ul style="list-style-type: none"> • Of a suitable nature and quality for the purposes and conditions of their intended use. • Adequately prepared and fixed in order to perform the functions for which they are designed. • Non-combustible, inherently non-flammable/durably flameproof in accordance with BS476-Part 7 Class 1 • Water, based, where applicable, e.g. adhesives, paint and fillers. • Chipboard, MDF, OSB & similar cannot be used as build material alone and must not be load bearing or structural as they are not structural materials. • Panels comprised of this material must be securely fixed to a solid structural frame comprising of connected horizontal and vertical crossbracing (the frame must not be chipboard, MDF, OSB or similar). • Chipboard and MDF must not be cut onsite. Machining of MDF onsite is not permitted as the dust produced is hazardous to health. • Glazing must be laminated safety glass. <p>Please refer to the eGuide - https://www.aev.org.uk/resources/e-guide - for full information on materials, decorative materials, fabrics, plastic, glass etc.</p>
Method Statements	<p>Method Statements for the construction and dismantle of all structures, stand build etc. must be submitted with the stand plans to plans@inovent.co.uk .</p>
Noise	<p>Any stand playing music or videos must keep the sound down to a level that is not intrusive to other exhibitors. If in the opinion of the organisers, the sound level on a stand is too high and the exhibitor does not conform to verbal requests to reduce the sound, the organisers reserve the right to cut all power to the stand.</p>
Painting	<p>Wherever possible all painting should be done off site. Any painting on-site must be carried out using water-based paints. <u>Do not wash paint brushes in the cloakrooms.</u> Please note that it is not possible to paint shell scheme stands.</p>
Personal Protective Equipment	<p>You are reminded that this is the last form of control measure and not the first. Please ensure you have limited your risks as much as possible before considering your PPE requirements. Personal Protective Equipment at work regulations changed in April 2022. Please review the HSE's website for further information. https://www.hse.gov.uk/ppe/ppe-regulations-2022.htm</p> <p>Suitable clothing should be worn relevant to the job being carried out including safety goggles or glasses, gloves and safety shoes.</p> <p>As a minimum, the Organiser requires anyone in the loading/unloading areas to wear high visibility clothing, and suitable and sufficient footwear whilst on site. This is to ensure pedestrians are as visible as possible in an area where there is vehicle movement. Some areas of the hall where overhead working is taking place may be designated as hard hat areas for a certain period of time, but these will generally be cordoned off in some way.</p> <p>Once you have considered the environment, you can then decide what levels you will require on your stand.</p>
Plastics	<p>Plastics must conform to BS 476-Part 7-Class 1. Limited amounts of plastic materials of a grade better than Class 3 can be permitted providing the details are submitted prior to construction.. Perspex is not permitted at the ExCeL Exhibition Centre.</p>
Platforms & Stepped access	<p>When designing your stand, you should consider whether a platform to the stand is absolutely necessary. If so, please consider the needs of people with disabilities:</p> <ul style="list-style-type: none"> • A platform to the overall area of your stand should not exceed 170mm in height (one step) and must have a ramp incorporated into the design to accommodate wheelchair users • The distance between supporting timbers of platforms constructed from battens (25mm thick minimum) and sheet materials (plywood or MDF, 18mm minimum), must not exceed 400mm from centre to centre • Platforms must be of a strength and stability sufficient to carry and distribute the weight of the stand fitting, stand personnel, visitors and exhibits having regard to the loading limits of the floors • Platform corners must be splayed, rounded or angled to prevent sharp corners and tripping hazards • Where there is a public platform within your stand area or a stage, these will be deemed a complex structure where its height exceeds 600mm, and full structural calculations and/ or drawings must be submitted for inspection. This also applies to all platforms and stages used by visitors. • Any stage should have protection, such as handrails and balustrades, on all sides that are not the performance edge. Any individual platform (not including a platform to the overall area of the stand) should have balustrades and/ or handrails on all four sides. Platforms >170mm must have balustrades • Stepped access must fully comply with eGuide regulations –https://www.aev.org.uk/resources/e-guide
Portable Power Tools & Equipment	<p>All such equipment must comply with British Standards. Power equipment must be used with the minimum length of trailing lead, and that trailing lead must be protected mechanically and visually from damage. Such equipment must not be left unattended with power supplied to it. Ensure that all portable and static power equipment is used for the purpose for which it was designed and that safety guards are correctly fitted and used.</p>

<p>Ramps</p>	<p>If constraints necessitate an approach of 1:20 or steeper, an approach incorporating a ramp should be provided.</p> <ul style="list-style-type: none"> • A ramp must be either readily apparent or the approach to it clearly sign-posted. • The gradient of a ramp flight and its going between landings should be in accordance with the following table: <table border="1" data-bbox="391 230 1109 358"> <thead> <tr> <th>Going of a ramp*</th> <th>Maximum Gradient</th> <th>Maximum Rise</th> </tr> </thead> <tbody> <tr> <td>10m</td> <td>1:20</td> <td>500mm</td> </tr> <tr> <td>5m</td> <td>1:15</td> <td>333mm</td> </tr> <tr> <td>2m</td> <td>1:12</td> <td>166mm</td> </tr> </tbody> </table> <p>*For goings between the above lengths, the gradient will be adjusted accordingly</p> <ul style="list-style-type: none"> • Ramps must not be greater than 10m or have a rise of more than 500mm. • Ramps shall have a minimum, unobstructed width of 1.5m. • The ramp surface must be slip resistant, especially when wet and of a colour that contrasts with that of the landings. • A landing at least 1.2m long and clear of any door swings or other obstructions must be provided at the foot and head of the ramp. • Intermediate landings must be at least 1.5m long and clear of any door swings or other obstructions. • Intermediate landings at least 1800mm wide and 1800mm long must be provided as passing places when it is not possible for a wheelchair user to see from one end of the ramp to the other, or if the ramp has three flights or more. • Handrails must be provided on both sides of a ramp which has a gradient steeper than 1:20. Where it is impractical to comply with this legal obligation, a risk assessment must be provided to and approved by the organiser. • Where the change in level is no greater than 300mm, a ramp will be required. • Where the change in level is 300mm or more, 2 or more clearly signposted steps should be provided in addition to the ramp. • All landings should be level, subject to a maximum gradient of 1:60 along their length. • A kerb at least 100mm high, which contrasts visually with the ramp or landing, must be provided on the open side of any ramp or landing, in addition to any guarding required. 	Going of a ramp*	Maximum Gradient	Maximum Rise	10m	1:20	500mm	5m	1:15	333mm	2m	1:12	166mm
Going of a ramp*	Maximum Gradient	Maximum Rise											
10m	1:20	500mm											
5m	1:15	333mm											
2m	1:12	166mm											
<p>Rigging</p>	<p>The limited use of rigging and drop wires is permitted at ExCeL, for space-only stands. To keep rigging to a minimum in line with the design aims of the event, the following rules will apply:</p> <ul style="list-style-type: none"> • The event prefers the use of clean wires without motors left attached. • Large black box section rigs will not be approved. • Rigs must be hung so that the bottom of the rig or banner is 7m from the exhibition hall floor, unless permission is given in writing. • The rigs are for lighting only. No branding, logos or signs should be hung from the rigs. Should branding be requested then it must be rigged below 4m to the top of the branding, the same as the stand build height. <p>The riggers will give you a quote for your rigging but will not accept an order without the permission from the organisers. Requests for rigging should be emailed, along with plans in elevation to Marisa Beckman at marisa.beckman@liftextshow.com by 2nd April 2025.</p> <p>Please note that shell scheme stands are not permitted to rig at the show</p>												
<p>Site Rules</p>	<p>Please ensure that all personnel on-site have been given a full briefing of the Site Rules.</p>												
<p>Socket Outlets</p>	<p>Socket Outlets</p> <p>It should be noted that all the appliances have varying power requirements. Therefore, we recommend that you check the reference tag, fitted to each appliance by law, to assess its power requirements and to enable you to order the correct socket from Freeman UK, the event's Official contractor. Failure to do so can lead to blowing the fuse not only on your stand, but also on the block mains, leaving you and your neighbouring exhibitors without lights or power. This may result in additional charges and delays on site. Current venue regulations state that sockets that are to be used for lighting must not exceed 1000w. Listed below are examples of the socket ratings required for regularly used appliances:</p> <p>500w Socket Outlet:</p> <ul style="list-style-type: none"> Mobile phone charger Personal computer Television – (not plasma screens) Stereo hi-fi DVD & Video recorders Oscillating fan 												

	<p>1000w Socket Outlet: Plasma screens Small domestic coffee machine Vacuum cleaner Microwave</p> <p>2000w Socket Outlet: (not permitted for lighting purposes) Domestic coffee machine Small kettle Steam iron</p> <p>3000w Socket Outlet: not permitted for lighting purposes Standard Kettle Commercial coffee machine Water boiler Clothes steamer</p> <p>500w 24 hour Socket Outlet: Fridge Fax machine</p> <p>The use of 4-way units is permitted, provided that only one 4-way unit is used per socket and is subject to a maximum loading of 500w. Linking one 4-way unit to another ('Daisy chaining') is strictly prohibited under halls regulations. Exhibitors are responsible for providing their own adaptors.</p>
Special Effects	Should Exhibitors wish to make use of a special effect (lasers, pyrotechnics, smoke machines) consent must be first obtained from the Organisers and then the venue. Please contact Marisa Beckman at marisa.beckman@liftexshow.com as soon as possible.
Stand Dressing	Artificial plants and flowers are often combustible and can give off poisonous fumes; they must not be used as stand dressing. Silk type flowers are acceptable, providing they have been fireproofed to the appropriate standards and are marked as such. Cellulose paints are flammable and must not be used in stand dressing.
Storerooms	All stands with storerooms must have a vision panel in the storeroom door.
Temporary or 24hr Power Supply	If power is required during the build-up or pull out periods, a temporary supply must be ordered in advance from Freeman UK. Please note that if refrigeration or other electrical equipment is required to operate overnight during the exhibition, a 24-hour supply must be ordered in advance. Standard power supplies will be switched off 15 minutes after the exhibition closes each night. Stand power is no longer left on during the pre open night.
Temporary Steps	<p>Temporary steps leading to and from exhibits must be sturdy, secure and safely positioned. All steps should conform to European standards. Steps should cover the width of the door/access to the exhibit. Where necessary they should be secured to prevent slipping and to account for the differences between the stand flooring and the surface they are specifically designed for.</p> <p>During the day they should be checked regularly (and a written log kept) to ensure that they are still in the correct and safe position. The Organisers will carry out an onsite check and any steps deemed to be unsafe would have to be replaced. In order to avoid this inconvenience and additional expense, you are advised to ensure that any steps are suitable before arriving at the venue.</p>
Textiles	Textile Fabrics - unless non-combustible - may not be used for partitioning stands and so far as they maybe used for decorative treatment of such portions, the fabric must be backed with materials similar to that required for the construction of the stands. They shall be fixed taut to the backing board and secured at floor level by a skirting board not less than 75mm deep.
Timber	<p>All timber less than nominal 25mm (1 inch) in thickness and plywood, hardboard and blockboard less than 18mm (3/4") must be rendered flameproof by a recognised process to a Class 1 standard when tested in accordance with B.S. 476 Part 7 1971. Plyhard and pulp boards which have been rendered flameproof in a manner approved shall be branded with a recognised mark.</p> <p>PLEASE NOTE THAT CHIPBOARD, OSB & SIMILAR IS NOT AN APPROPRIATE CONSTRUCTION MATERIAL.</p>
Upholstered seating	Upholstered seating must be non-combustible and marked with the appropriate standard.

<p>Walling Regulations</p>	<p>Length of walling Designs incorporating long runs of solid walling are not permitted at LIFTEX 2025. Wall lengths on the edge of a stand may not exceed 3m in length for both shell scheme and space-only stands.</p> <p>Using the back of neighbouring stands Space-only stands are not allowed to make use of shell scheme walling on to which they may back. Stands must be constructed completely including any dividing walling required. Designs incorporating long runs of gangway perimeter walling (more than 3m without a break) will not be approved if deemed by the organisers to have a detrimental effect on the Show or surrounding stands.</p> <p>This may be increased to 4m on stands over 50sqm or at the discretion of the organisers. This rule has been designed in the best interest of all exhibitors and must be adhered to on all stand designs.</p> <p>Shared walling If a wall is marked on the plan between two exhibitors by a solid line, space-only exhibitors must construct a wall of at least 2.5m high and are responsible for cladding and decorating both sides of their stand wall above a height of 2m. The tops of stands must be finished tidily where they are visible. Exhibitors on space-only stands must NOT use the back of other stand walls without the consent of the exhibitor concerned. However, the joint construction of a dividing wall between space-only stands is both acceptable and encouraged by the Organisers.</p> <p>Queries concerning wall lengths and designs should be raised with Marisa Beckman at marisa.beckman@liftexshow.com as soon as possible, but certainly by 2nd April 2025 when stand designs are due to be submitted.</p> <p>REMEMBER</p> <ul style="list-style-type: none"> • The back of the stand should look as good as the front. • Any damage caused to the venue structures will be charged to the exhibitor. <p>PLEASE ENSURE YOU READ THE GENERAL GUIDANCE IN CONJUNCTION WITH THE 'KEEPING SAFE' HEALTH & SAFETY SECTION OF THIS GUIDE</p> <p>All work must be carried out in accordance with the eGuide https://www.aev.org.uk/resources/e-guide</p> <p>All stand structure, signs, notices etc must be confined within the area allocated and may not project into or over gangways.</p>
<p>Working Demonstrations</p>	<p>Working exhibits and demonstrations of working equipment must conform to current Health and Safety regulations (Please see the 'Health & Safety' section of this manual).</p>
<p>Working at Height</p>	<ul style="list-style-type: none"> • Working at height is to be in accordance with LOLER and the Working at Heights Regulations. As such, all working at heights is subject to risk assessment. • All rigging from the roof is to be carried out by the official rigging contractor. • All working platforms are to have a guard rail, mid rail and toe board. Tools are to be kept on lanyards so far as is reasonably practicable. • Static and mobile access working platforms must be fit for purpose (see Working platforms). • Separate risk assessments are required for working on a live edge (before rails are in place). In such cases fall arrest equipment must always be used. • Operatives working at height other than on a static working platform designed for that purpose (e.g. scaffold) must be clipped on. • Operatives working at height must have suitable head protection e.g. bump caps. • Ground access to areas in the vicinity must be controlled to prevent persons accidentally walking directly under high works. Ground workers in the vicinity must not work directly under high works and wear suitable head protection e.g. hard hats <p>Ensure that all access equipment you use is of sound construction and adequate strength. Fix ladders either at the top or bottom, as a 1:4 angle. The ladder should safely reach 1.5m past the point on which it leans. Trestle type supports are not to be used as ladders under any circumstances.</p> <p>LIFTEX supports the industry Stop the Drop Campaign – more information is available from www.stop-the-drop.co.uk</p>

Working Practices

Method Statements and Risk Assessments must be provided and followed. All persons involved with the work shall be competent to undertake the work and have read and understood the Method Statement and Risk Assessments and erection sequence(s).

- Competent supervision is required, and supervisors must be trained and understand the work they are to supervise. They must be able to read and understand the drawings and Method Statements and ensure that they are appropriate for the structure and location. Where the methods are changed, the designer shall authorise the change, in writing, prior to the documentation being changed and these must be re-submitted to the Organiser for approval and to the venue.
- Competent supervision is also required during the destruction phase.

The Method Statement for a stand should include:

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

Exhibitors are responsible for ensuring that their stand contractor employs safe working practices and are aware of their responsibilities under the Health & Safety at Work Act.

Shell Scheme Information

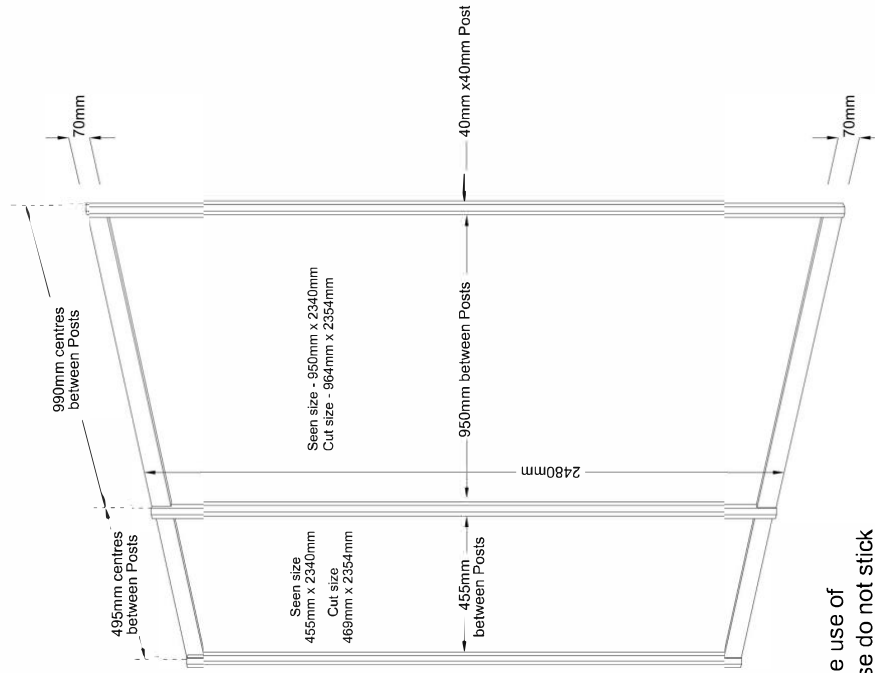
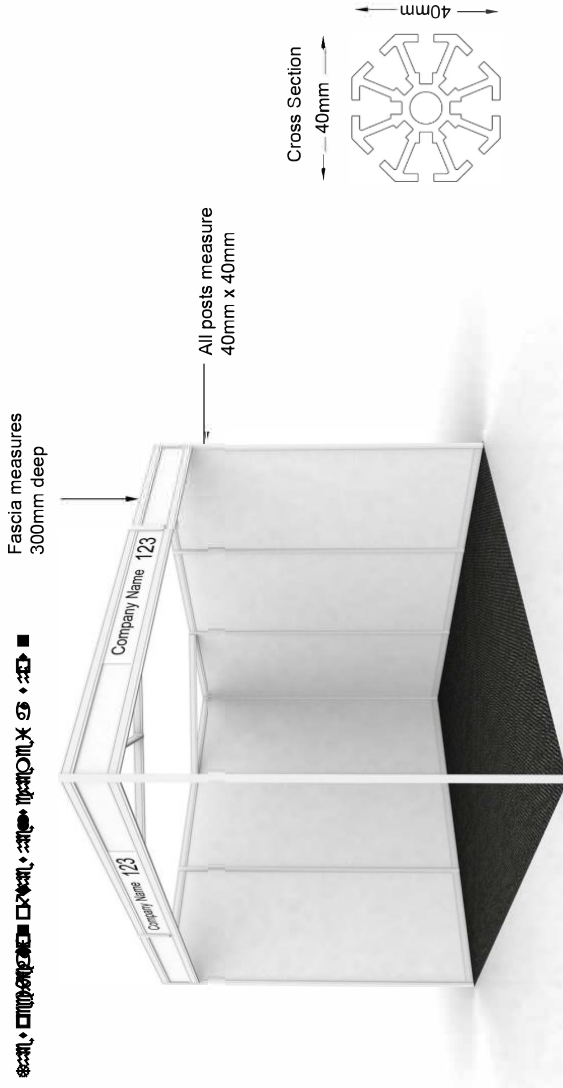
Shell Scheme Specification	<p>The shell scheme contractor is Creative Live Ltd. All shell scheme stands will be constructed in Creative's Octanorm system, with white poles and white in-fill panels, and will be fitted with a limited grid ceiling for structural stability. If you require a fuller grid or no grid please contact Marisa Beckman by email on marisa.beckman@liftexshow.com as soon as possible to discuss what you are trying to achieve.</p>
Basic Shell Scheme Stands	<p>Included on your stand are:</p> <ul style="list-style-type: none"> • Fascia name board (for your company name and stand number), • Corner fascia supports (where applicable) and • Carpet.
Shell Scheme Package Stands	<p>Shell Scheme Package stands include:</p> <ul style="list-style-type: none"> • Fascia name board (for your company name and stand number) • Corner fascia supports (where applicable) • Carpet • 1 x meeting table • 2 x chairs • 1 x waste bin • 2 x spotlights (mounted at the front of the stand) • 1 x 500w socket (placed in the centre of the back wall) <div data-bbox="371 786 1347 1160" style="text-align: center;"> </div>
Shell Scheme Stand Additions	<p>If you wish to upgrade any elements of your stand, please use the following contacts:</p> <p>T: 44 (0)1676 542 616 E: sales@creativelive.uk</p>
Fascia Board	<p>All shell scheme stands are provided with a nameboard affixed to the fascia. Please complete the form on the Creative Live ordering platform, with your stand name and numbers.</p>
Lighting & Electrics	<p>Please note that furniture, lighting and electrics are NOT included in the cost of a shell scheme stand, unless you have a shell scheme package stand, and must be ordered separately at an additional cost.</p> <p>Bringing Your Own Lights - Please ensure that your lights are tested prior to bring them to site, together with documentary proof as spot checks will be carried out on site. Lighting connections must not exceed 1000w. Lamps and appliances with high surface temperatures should be guarded and used a minimum of 300mm away from combustible materials.</p>
Stand Wall Colour	<p>The shell scheme walls will be white. If you require a different colour, please contact Creative Live who will be able to provide you with a quotation.</p>
Stands with Four Open Sides	<p>Shell scheme stands with four open sides may be required to incorporate two or four full height wall panels within the stand design in order to provide structural stability. Please contact Creative Live or Marisa Beckman to discuss their positioning within the stand. There is no charge for these additional panels and you may use them as additional double-sided promotional panels.</p>



The Standard Shell Scheme by Creative Live provides a fabulous finish, clean lines and the opportunity to upgrade your stand in cost effective ways.

Our Standard Shell Scheme is a modular stand system, constructed using poles and panels and can be built to any size and configuration. The shell scheme will include walls, fascia, nameboard and carpet.

Please be aware that the system has a **minimal ceiling grid**. We will place limited ceiling beams on stands which lighting can be attached to in the normal way but advise that you contact us with exact requirements if placement is imperative to your display.



If you wish to attach materials to your shell scheme such as posters, graphics and / or material we suggest the use of double-sided Velcro or double-sided sticky pads. These options do not damage the panels of the stand. Please do not stick anything to the metal work. **Any damage incurred will be charged for.**

If you are unsure of weight limits or have any other questions regarding the Shell Scheme or any of our other services please do not hesitate to get in touch.

Creative Live Exhibitor Services - Tel: 01676 42616

Sustainability

LIFTEX is committed to delivering a sustainable event and we encourage our exhibitors and contractors to make sustainability a key consideration. So, whether you are a fully-fledged sustainability champion or you are new to the topic, we have collated some useful points and actions that will allow you to succeed in planning towards a more sustainable event at LIFTEX.

<p>Stand Design and Construction:</p>	<ul style="list-style-type: none"> • Sustainability should be a fundamental part of your plans leading up to exhibiting. The best stand design doesn't always require the most materials. • Ask your stand builder to provide you with information about how they are reducing the environmental impact of your stand, and how they measure that reduction. • Source environmentally friendly materials, avoiding those which will end up in landfill. Timber is used extensively in stand building, so insist your stand builder uses timber which carries the Forest Stewardship Council trademark, or which has been recycled already. • Design for re-use and re-purposing of materials – find new ways to utilise materials which have previously been part of displays/attractions and are surplus to requirements at the end of the event. Design your stand to make best use of energy efficient lighting e.g., LED • Maximise prefabricated components in your design which can be used again, and can be built/dismantled efficiently.
<p>Printed Material & Collateral:</p>	<ul style="list-style-type: none"> • Are there more sustainable options available? • Research the materials you are going to use on your stand – can they be safely and effectively used again? • Reduce your printed literature by switching to digital options e.g., on-stand displays that can be easily cleaned and/ or handouts made available by USB or email. • Minimise the amount of printed material distributed and reuse excess marketing material after the event e.g. don't put a date on printed items so they can be used the following year. • Take home what you don't use! • Consider using local suppliers – this supports local businesses and reduces your carbon footprint. • Use paper packaging rather than plastic. • Use recycled paper wherever possible or FSC certified paper.
<p>Catering:</p>	<ul style="list-style-type: none"> • Use reusable cups and glasses. • Use paper packaging wherever possible . • How are you going to manage your staff catering onsite – where and what is available? • How many plastic containers can you "save"?
<p>Energy & Resources Consumption</p>	<ul style="list-style-type: none"> • How many devices you are powering on your stand – are they all necessary? • Manage energy consumption by incorporating low voltage LED lighting into your plans. • Minimise the use of water wherever possible.
<p>Transport:</p>	<ul style="list-style-type: none"> • Encourage all stakeholders to use public transport rather than taxis. • Encourage car-sharing by setting up a car share scheme; report how many miles and how many journeys saved – can you incentivise this? • Team up with a carbon offsetting company and devise a mechanism for your all your stakeholders to get involved with carbon offsetting – there are lots of different companies including a UN programme. • https://offset.climateneutralnow.org/aboutoffsetting
<p>Waste:</p>	<ul style="list-style-type: none"> • Minimise your waste • Plan what can be recycled – how, when and where? • Utilise recycling bins that are available appropriately
<p>Suppliers:</p>	<p>We encourage exhibitors to use and contract LIFTEX recommended suppliers. Working with companies that already collaborating with the event/business can reduce your environmental impact because you will benefit from shared transport / labour.</p>

Health & Safety – Keeping Safe on Site

<p>Overview</p>	<p>This section details all of the health & safety information that you must consider when designing, building and operating your stand at the show. Health and Safety is an important issue at events and as such it is vital that you read the following information carefully and ensure that you and your staff, as well as any contractors that you employ adhere to the provisions fully.</p> <p>We appreciate that some of you may be unfamiliar with the legal and practical aspects of Health and Safety management. This section is designed to give you sufficient guidance to discharge your responsibilities. Guidance, however, can only go so far and you have a legal duty to ensure that your operations and actions do not compromise health and safety. Failure to do so can lead to prosecution and other legal sanctions. If you are unsure you are urged to contact the Operations Manager. Please do not leave health and safety issues to the last minute. The earlier we have your information the better the support we can give you.</p> <p>Below, we have set out our responsibilities under the prevailing legislation and under the auspices of the Health and Safety at Work (etc.) Act 1974 and The Equality Act 2010, together with subsequent Regulations, Amendments and Approved Codes of Practice. As an exhibitor you are also required to ensure that your attendance at the event is conducted in a way that exposes you and those around you to the minimal possible risk.</p> <p>You must complete the health and safety section on the exhibitor requirements form and provide details of insurance if you haven't taken out recommended insurance. A detailed and suitable and sufficient 'Risk Assessment' for your attendance at the event - with focus on the build-up and breakdown processes.</p>
<p>Introduction</p>	<p>The exhibition halls are an ever-changing environment with constant construction and dismantling of exhibitions and with different layouts for each event. This in itself means that there are hazards peculiar to the industry. This brief is intended as a basic guide to the generic hazards found in the halls. It does not cover any specific event. Anyone working on a specific event should consult the risk assessment for the event held by the organiser/promoter and the halls event management department. It is intended as a general Health and Safety brief for anyone who may have cause to enter the exhibition halls.</p>
<p>Who is at risk?</p>	<p>Everyone working in or passing through the halls is at risk to some extent. Those whose work is in the halls are at risk due to their constant exposure. Those who do not normally work in the halls will be at risk because the environment will be unfamiliar, and they will be less aware of the day to day hazards.</p>
<p>Who is most vulnerable?</p>	<ul style="list-style-type: none"> • Persons with little or no knowledge of the halls. • New and expectant mothers may be especially at risk and should not work in the halls without a specific Risk Assessment to cover their activities. • Young persons (aged 16 – 18) have a lower perception of risk in general and should be subject to a specific Risk Assessment to cover their activities.
<p>Managing the Risk</p>	<p>The safest way to deal with risk is to avoid it altogether. Unless there is no alternative do not use the halls as a transit route especially during build up and break down. If you have no business in the halls, simply avoid them. If you must go into the halls reduce the risk by making yourself aware of the hazards. Obey safety signs and never cross barriers into prohibited areas. Avoid areas of obvious risk e.g. overhead working. Lastly, always wear PPE where designated e.g. hard hats in hard hat areas. Note: PPE should always be a last resort. It is better to avoid risk altogether.</p> <p>Children under the age of 16 are not be allowed in the halls during build up, open or breakdown.</p>
<p>The Hazards of the Halls</p>	<p>Beware of the following:</p> <ul style="list-style-type: none"> • The changing environment when moving from one hall to another. • Moving vehicles such as goods vehicles and fork lift trucks especially in and around cargo / vehicle doors. Reversing vehicles are particularly dangerous. • Cable duct openings in the floor. • Slip, trip hazards on the floor, particularly plastic sheets (which can be very slippery) and trailing cables. • Sharp objects and nails in wood which can pierce ordinary footwear. • Falling objects – avoid areas of overhead working. • Suspended wires. Often there are wires and other objects hanging at below head height. • Not all exits will necessarily be open. The only fire exits open are those with signs illuminated. • Partially built structures which may not be stable. • Sudden crowd movements and surges during seated events. • Over exposure to noise levels which could be damaging to hearing. • The potential to fall from height from partially built structures e.g. seating, exposed edges on the upper levels.

Health & Safety - Legislation

Health and Safety Legislation

The Health and Safety at Work Act 1974 is the legislative foundation for all workplace Health & Safety Regulations. There are a number of areas of the Act which are of particular importance to the management of contract work.

- Section 2
- Provision and maintenance of safe plant and safe systems of work
 - Safe handling, storage, maintenance and transport of work articles and substances
 - Provision of information, instruction, training and supervision
 - Provision of a safe place of work with safe access and egress
 - A safe working environment with adequate welfare facilities

These must be maintained for exhibitors, contractors and employees of ANY company working within any premises hired by LEIA.

Section 3 - Places a general duty on employees to ensure the health and safety of people who may be affected by work activities but who are not employees; this includes contractors, temporary workers and visitors on site.

Section 4 - Requires persons in control of premises where plant and substances are available for use by non-employees to ensure, so far as reasonably practical, that there are no risks to the health and safety of these people.

The Management of Health and Safety at Work Regulations 1999 requires additional action to be taken in order to ensure compliance. Namely:

- Regulation 3 - Requires suitable and sufficient risk assessments to be completed, all significant risks must be identified with suitable and sufficient control measures put in place.
- Regulation 6 - Appointment of competent persons in health and safety
- Regulation 7 - Establish and implement emergency procedures
- Regulation 9 - Co-operation and co-ordination in shared workplaces
- Regulations 8 & 10 - Provision and sharing of information

Construction Design Management (CDM)

Since the HSAWA Act in 1974, event organisers have calculated the risks associated with the construction and deconstruction of events and enforced controls to ensure that all employees, contractors and visitors were provided with a healthy and safe working environment while onsite.

In April 2015 the Construction Design Management (CDM) regulations came into force in the UK to further regulate the industry and ensure that safety is the highest priority. It is now the responsibility of organisers, as principal contractors, to do all that is reasonably practicable to prevent personal injury and damage to property, and to protect everyone from foreseeable work hazards at all locations. Co-operation and participation of all employees, exhibitors, contractors and sub-contractors is essential to obtain high standards of safety practices. Therefore, no exhibitors or contractors will gain entry to the halls during construction or deconstruction without a copy of the Site Induction Form. The site rules can be downloaded [here](#).

If you have any further questions relating to CDM and how it affects your participation at this event please contact the Operations Team on either marisa.beckman@liftexshow.com

Where Space Only Exhibitors and their Contractors fall in the structure of the whole CDM Site

The diagram below shows how the lines of responsibility flows between the Organisers / the Exhibitor, the sub-contractor (Space Only Contractor) and any further sub-contractors you in turn appoint:

CLIENT	XXXXX (SHOW NAME)
PRINCIPAL CONTRACTOR & PRINCIPAL DESIGNER (S)	XXXXXX Show Operations Team
SUB-CLIENT	Space Only Exhibitor

SUB-PRINCIPAL DESIGNER	SUB-PRINCIPAL CONTACTOR	CONTRACTOR
Stand designer as appointed by the exhibitor or the exhibitor themselves if designing their own stand.	Sub-Contractor's as appointed by either the exhibitor or the sub-principal contractor or exhibitor themselves if building their own stand.	Contractor as appointed by the exhibitor or the exhibitor themselves if building their own stand.
The person or company who is in control of 'designing' of the stand. This could be the space only exhibitor or their contractor.	The person or company who is in control of 'building' of the stand – this could be the space only exhibitor or their contractor	The role of Contractor could be provided by the same company as the above, who also fulfil the Principle Contractor role. However, should the Principal Contractor employ a third party to actually deliver on-site, the third party would take on this role of contractor.

The above roles may be carried out by a Space Only Contractor or by people within the Exhibitor's own company, by one external party or by 2 separate parties. The same person can also carry out all these roles

	<p>What are your responsibilities under CDM?</p> <p>Your responsibilities will be dependent on your role. The breakdown of the responsibilities for each of the roles is as follows:</p> <p>The Principal Designer's Responsibilities (Person Designing the Stand)</p> <ul style="list-style-type: none"> • Ensure that all planning and design, pre-construction, is carried out in compliance with the law. • Ensure that risks are identified, eliminated and controlled at the design stage. • Ensure that a Construction Phase plan is drawn up and a Health & Safety file is prepared and revised where necessary. • Ensure that pre-construction information is provided to contractors. <p>The Sub-Principal Contractor's Responsibilities (In Control of Building the Stand)</p> <ul style="list-style-type: none"> • Plan, manage and co-ordinate the construction phase (build-up & breakdown). • Ensure work is carried out without risks to Health & Safety. • Draw up site rules for the stand area (these will often mirror the Event's rules, but should not be limited to this), ensure suitable inductions and welfare facilities • Restrict access to your site as and when required by the work being carried out at the time. <p>The Appointed Contractor's Responsibilities (Actually Building the Stand Onsite)</p> <ul style="list-style-type: none"> • Plan, manage and monitor the way construction work is carried out. This includes ensuring it is safe to construct and remove within an event environment. • Plan construction in such a way that it has little or no impact on the neighbouring constructions or contractors. • Provide information, instruction and training. • Liaise onsite with Event Operations team and floor managers
<p>Exhibitor Checklist</p>	<ul style="list-style-type: none"> • Complete and submit Health & Safety Online Form 1 as soon as possible. • At the tendering stage, ask to see your principal contractor's Risk Assessment and Construction Method Statement specifically designed for the unique exhibition environment. Ask for his staff training record, accident statistics, take up references, ask to see proof of previous work standards - in short, satisfy yourself that your contractors are reliable and competent. • Space only stands produce a Risk Assessment for your activities on site (and a Method Statement where applicable) and submit these to the LIFTEX team along with your stand designs. • Provide suitable training and information to your staff and contractors regarding the on-site risks in order for them to understand and fulfil their responsibilities. • Plan your time during build-up and pull out. If appropriate, schedule a Late Working rota. • Review your findings after the show to discover areas that need attention, where accidents occurred and take the appropriate action for the future. Inform an Organiser as soon as possible if an accident does occur on site. • Please note that this list is not exhaustive and are intended as guidance only.
<p>Exhibitor Requirement</p>	<p>Legal Duties</p> <p>As an exhibitor you have a legal duty of care for the safety of anyone who may be affected by your activities. You are ultimately responsible for all aspects of safety on your stand during the build-up, the open period of the show and during the break down. Where you contract out the building and finishing of your stand you are still vicariously responsible for the activities of your contractors. You can discharge your duties by ensuring that you do the following:</p> <ul style="list-style-type: none"> • Appoint a competent person to be responsible for health and safety on your stand. For the build-up and breakdown this can be your contractor. • You MUST carry out suitable and sufficient risk assessment of all your activities and obtain relevant risk assessments from your contractors with supporting method statements for the building and demounting of your stand. If you have a shell scheme stand you can assume that the shell scheme contractor's risk assessment has been obtained by the organiser. • You must ensure that your staff and contractors working on site are informed of the site rules and health and safety arrangements which are detailed below and you must ensure so far as you reasonably can that they follow them. • You must ensure that all your staff on site and contractors are familiar with the venue's emergency procedures which can be found later within this document.

Equality Act & Accessibility

The Organisers endeavour to provide all visitors the same opportunities.

Exhibitors should be aware that they also have obligations under the Equalities Act 2010 (which has replaced most of the Disability Discrimination Act) because Exhibitors are considered service providers. Service providers are required to make changes, where needed, to improve service for disabled customers or potential customers.

There is a legal requirement to comply with the Act to ensure disabled people are not treated less favourably than people who aren't disabled, which include:-

- Reasonable adjustments must be made to services and environments so disabled people can access them.
- Inaccessible features must be removed or altered.
- A reasonable alternative, or means of avoiding inaccessible features, must be provided.
- Delivery of services by a reasonable alternative must be provided.

It is important to understand that access for disabled people is not only about physical access to buildings for wheelchair users but also includes access to written information for people with visual impairments and access to the same standard of service for all. Health & Safety legislation should always remain the primary concern whilst making changes under disability regulations.

This list is by no means exhaustive and must be used a guide only. Further information about The Equality Act 2010 can be found at:

- <https://www.aev.org.uk/resources/e-guide>
- www.homeoffice.gov.uk/equalities/equality-act/
- www.direct.gov.uk/en/DisabledPeople/

Health & Safety – General Principles

The following are the general health and safety [site rules](#) with regards to safe working. You are reminded that venue staff, exhibitors and contractors alike have a legal duty to cooperate with the organiser on matters of health and safety which includes compliance with these rules.

All participants must comply with any reasonable instruction given to them by either LEIA, their appointed health & safety staff or the venue's appointed health and safety staff.

Accident Reporting & First Aid	<p>LIFTEX investigate all accidents and 'near misses' that occur on site and we expect the co-operation of the exhibitors and contractors in investigating the true causes of any accident in order to try and prevent re-occurrence. All accidents and near misses must be reported to the Organisers' Office. All contractors are required to comply with the RIDDOR Regulations 1995.</p> <p>First Aid is supplied by the Venue, and they are located at Level 0 by Boulevard entrances N4/S4. First Aid can be reached via the organisers office or by contacting any member of security who are all on radio. Emergency numbers will be included in the emergency procedures distributed to all stands on site.</p>
Alcohol & Drugs	<p>Drinking of alcohol on site by contractors during the build-up and breakdown phase is forbidden.</p>
Animals	<p>Animals are not allowed on site unless they are part of the event. Guide and hearing dogs are permitted on request.</p>
Children	<p>Children under 16 are strictly forbidden to be in the halls during the build-up, open and breakdown. There are no exceptions to this rule.</p>
Do:	<ul style="list-style-type: none"> • Complete a Risk Assessment for your stand. • Make sure you and anyone manning your stand understands the fire and evacuation procedures and locations of the hall exits. • Make sure your contractor is a member of AEO or a similar recognised trade association. • Ensure that any contractor working for you has the following documents, which must be forwarded to the organisers: <ul style="list-style-type: none"> • A suitable and sufficient health and safety policy statement. • A detailed Risk Assessment and Construction Method statement for the construction of the stand. • An adequate insurance policy to cover third party and staff liability during construction phase • Has and good safety practices. You can obtain the details of the regulations from the Organisers. • Make sure that contractors are working safely – and ensure they are trained and competent. • Working at height on ladders and scaffolding must be done in a controlled and safe manner. • Time constraints are no excuse for not adhering to safety standards. • Drive with due care and attention inside and around the exhibition hall. Do ensure that operators are fully trained and properly certified on the equipment being used. • Ensure that measures are taken to minimise the impact of your operations on the environment. • Treat all cables as though they were live. • Make sure an I.E.E. qualified electrician carries out all electrical work and ensure that the correct test are carried out on all electrical circuits. There is a Hall's electrical inspector who will be pleased to provide information or answer questions. • Ensure that all rubbish and packing from your stand is removed from the site. It must not be stored on or behind your stand during the show. • Make sure that hazardous waste is disposed of safely. Please note that fluorescent tubes contain hazardous materials. Halls Services & Management can provide advice. • Ask for permission if you need to work late and provide adequate breaks for your contractors and staff. • Make sure that you are properly insured for the exhibition.
Don't:	<ul style="list-style-type: none"> • Don't use flammable materials in your displays. This includes plastic flowers, polystyrene etc. Some combustible materials may be acceptable if treated with the correct fire retardant materials. • Don't have overloaded or insecure displays. Stands and displays can be knocked by visitors and must be safe and secure. • Don't bring children into the halls at any time. The halls are regarded as a place of work during these periods. • Don't overload trolleys - not only does this damage your exhibits, but will make it difficult to move through crowded aisles and may cause injury to you or other people. • Don't Obstruct the aisles - For safety reasons, all gangways must be kept as clear as possible at all times. In addition, we have designated "emergency gangways" which may not be obstructed at any time.
Fire & Emergency Procedures	<p>Please read and understand the Fire & Emergency procedures which will be sent to you with your build up pack and will also be within your welcome packs when you arrive on site – please contact the Organisers' office if you do not have a copy.</p>

<p>Fire Precautions & Extinguisher</p>	<p>The Fire Officer will provide fire extinguishers in designated areas to meet the local authority requirements. These extinguishers are not to be moved or covered. It is important that all exhibitors ensure that their staff and contractors are familiar in their operation and acquaint themselves with the location of the fire exits and alarm points in the venue.</p> <p>THIS IS VERY IMPORTANT.</p> <p>If you require a specific type of fire extinguisher for a particular type of work, please contact the Fire Officer now via the Organisers. Once the Show is open it is important that fire extinguishers are not moved into the aisles.</p> <p>There are strict rules governing what materials can be used to build stands and these will be covered by the venue's regulations. Exhibitors and contractors must ensure that they are followed. Venue fire and safety officers will carry out testing onsite to ensure that materials comply.</p> <p>Combustible waste must be safely disposed of and boxes and packaging must not be stored on the stand. Storage facilities for product are available through the Organisers.</p> <p>Please ensure that you include a fire risk assessment with your main stand risk assessment.</p>
<p>Floor Conditions</p>	<p>There is a significant risk of slips, trips, and falls and sharp objects left on the ground. All those working in the halls in build-up and breakdown are strongly advised to wear appropriate safety footwear.</p>
<p>Food Safety</p>	<p>Exhibitors have a duty to ensure proper food hygiene to guard against contamination and food poisoning. Please also refer to recent regulations on allergen labelling.</p>
<p>Fumes</p>	<p>Exhibitors and contractors have a duty to exercise proper controls over the release of noxious fumes and if necessary, carry out a COSHH assessment. Please be aware of fumes from paint and spraying equipment. Engines of vehicles in the halls must not be left on idle. Where this is unavoidable i.e. for cranes, the lifting supervisor is responsible for ensuring the combustion fumes do not build up in the halls, service tunnels and basements as a result.</p>
<p>Manual Handling</p>	<p>As far as reasonably possible, you should avoid the need to undertake manual handling operations which involve a risk of injury and appropriate steps are taking following a risk assessment to reduce any chance of injury to the lowest level reasonably practicable.</p> <p>Remember:</p> <ul style="list-style-type: none"> • Think before lifting • Stand as near to the object as possible • Bend your knees and keep back straight • Grasp the load firmly • Lift with your legs • Hold the load closely to the centre of your body
<p>Moving Vehicles</p>	<p>All reversing vehicles must be guided by a banksman. Engines are not to be left on idle in the halls. Where this is unavoidable i.e. for cranes, the lifting supervisor is responsible for ensuring the combustion fumes to do not build up in the halls, service tunnels and basements as a result.</p>
<p>Petrol / Diesel</p>	<p>There are different rules for pre-1973 cars and post-1973 cars with regards to the amount of fuel that can be kept in your tank. Please contact marisa.beckman@liftexshow.com for more information if you are exhibiting a car at the event.</p>
<p>Risk Assessment</p>	<p>Please give some thought to the following when completing your risk assessment.</p> <ul style="list-style-type: none"> • Step 1: Look for the hazards: How and when will the work be done, where on the stand will each trade involved be working? What equipment, materials and chemicals will be used? How much noise and dust will there be? Where will there be vehicle movements and lifting? • Step 2: Decide who could be harmed and how: Who will be affected by your work and most at risk? Think of your employees, contractors or exhibitors on or near your stand, through to the visitors themselves. Safe working depends on co-operation between firms on site so take this into account and consider necessary precautions on every aspect of the work being carried out. • Step 3: Evaluate the risks: Once you have done this adequately, you can decide on the appropriate action. Ask yourself (a) Can the hazard be removed completely or done in a different way (b) If the risk cannot be eliminated, can it be controlled? (c) Can protective measures be taken that will protect the entire workforce on site? • Step 4: Record the findings: Write down the findings of your risk assessment. Pass on information about significant risks to those people identified in step 2, and record what measures you have taken to control these risks. • Step 5: Review your findings: This allows you to learn by experience and take account of any unusual conditions or changes that occur on site.

Smoking	Smoking is prohibited by law unless in external designated areas and e-cigarettes / vapes are also not permitted to be used within the Venue.
Work Equipment and Tools	<p>Exhibitors and contractors have duties under the Provision and Use of Work Equipment Regulations to ensure that all tools are fit for purpose and safe to use.</p> <ul style="list-style-type: none"> • All dangerous moving parts such as circular saws must be guarded with controls to prevent unauthorised use. • The use of battery powered tools is strongly encouraged to reduce trailing cables and risk of electrical hazards. • Power tools are to take power from the 110v centre tapped earths provided and not from cleaner's sockets which are 240v. Those using mains powered tools must ensure that cables are not trailed across aisles. • All portable electrical equipment must be subject to a suitable portable equipment testing regime.
Water Features	Water features which create mists and sprays such as fountains and spa baths create the risk of the spread of Legionella bacteria in air which causes Legionnaire's' disease. Any such feature is a special risk requiring a separate risk assessment detailing how the risk is controlled through water treatment and testing. Please contact the organisers if you are intending to have a water feature on your stand. Water and waste must be ordered.
Working at Height	<ul style="list-style-type: none"> • Working at height is to be in accordance with LOLER and the Working at Heights Regulations. As such, all working at heights is subject to risk assessment. • All rigging from the roof is to be carried out by the official rigging contractor. • All working platforms are to have a guard rail, mid rail and toe board. Tools are to be kept on lanyards so far as is reasonably practicable. • Static and mobile access working platforms must be fit for purpose (see Working platforms). • Separate risk assessments are required for working on a live edge (before rails are in place). In such cases fall arrest equipment must always be used. • Operatives working at height other than on a static working platform designed for that purpose (e.g. scaffold) must be clipped on. • Operatives working at height must have suitable head protection e.g. bump caps. • Ground access to areas in the vicinity must be controlled to prevent persons accidentally walking directly under high works. Ground workers in the vicinity must not work directly under high works and wear suitable head protection e.g. hard hats <p>Ensure that all access equipment you use is of sound construction and adequate strength. Fix ladders either at the top or bottom, as a 1:4 angle. The ladder should safely reach 1.5m past the point on which it leans. Trestle type supports are not to be used as ladders under any circumstances.</p> <p>LIFTEX supports the industry Stop the Drop Campaign – more information is available from www.stop-the-drop.co.uk</p>

Health & Safety - Special Items of Risk

Please ensure that the following items of special risk are noted on your [Operations Form](#) and a risk assessment is submitted to marisa.beckman@liftexshow.com

- Alcohol serving/sampling
- Animals
- Dangerous & Obnoxious substances including flammable oils, liquids & gases, compressed gases / acetylene / LPG, also hot surfaces & naked flames
- Gambling
- Hazardous noise
- Hazardous processes or substances
- Preparation, cooking & dispensing of food
- Radioactive substances
- Seating (Closely seated audiences) & seminars
- Simulators & Rides
- Special effects including lasers, real flame, smoke machines & strobes
- Special treatments
- Stepped Access Regulations
- Temporary structures
- Unenclosed kitchen
- Vehicles
- Visitor participation
- Water equipment and features
- Weapons
- Working machinery & apparatus

Health & Safety – LIFTEX Policy Statement

LIFTEX aims to set the highest standard for managing health and safety in exhibitions.

This is not only our moral and legal duty, but it is commercially important for the success of the event. We recognise that our exhibitors rely on us to provide a trading environment on the exhibition floor which is safe and without risks to health. We also recognise that running a public event places a special responsibility on **LIFTEX** and extends our duty of care not only to our staff but to exhibitors, contractors, venue staff, visitors and members of the public. Thus we seek not just to comply with the Health and Safety at Work Act and other relevant legislation, but to provide a health and safety framework that is continually improving and genuinely supportive of our client's business objectives. The Show Director is ultimately responsible for health and safety at the Show.

It is the policy of **LIFTEX** to ensure that all employees, contractors and visitors are provided with a healthy and safe working environment and is committed to providing adequate control of Health and Safety risks arising from this event.

We recognise that we have overall responsibility for the event and for the co-ordination of the activities of the contractors, our staff and service providers on site.

LIFTEX has the following responsibilities,

- To provide and maintain safe and healthy working conditions in accordance with the statutory requirements.
- To provide and maintain plant and equipment as required for safe working conditions.
- To comply with the requirements of the Control of Substances Hazardous to Health Regulations.
- To make available all information, instruction, and training; safety devices and personal protective equipment.
- To maintain interest in health & safety matters that are associated with the Company's activities and for its Management to set an example in all matters of health and safety.
- To ensure there is a consulting mechanism between employees, contractors and management concerning Health, Safety & Welfare.
- To comply with legislation, both statutory, regulatory and accepted code of practice to establish minimum standards that will be maintained and improved wherever possible.

Where appropriate, the risks have been assessed and controls put into place to minimise the risks. **LIFTEX** has reviewed current safety management and practises in line with the Health and Safety Executive's L153 guidance document.

LIFTEX fulfils a number of duties in operating the overall event site. All exhibitors and their contractors have been made aware of their responsibilities and relevant safety documentation is requested and recorded as part of the stand design process.

The official contractors and the venue services appointed by the organisers fulfil further responsibilities being 'Designers' and 'Contractors' with respective responsibilities across the whole exhibition site as controlled by the organiser.

To ensure that we manage construction and dismantling at the event safely the company will:

- Eliminate or control risks so far as is reasonably practicable
- Ensure work is effectively planned
- Appoint the right people and organisations at the right time
- Make sure that everyone working for the company has the right information, instruction, training and supervision to carry out their work safely and without risks to health
- Have systems in place to help parties cooperate and communicate with each other and coordinate their work
- Consult workers with a view to securing effective health safety and welfare measures
- Ensure any actions required are sensible and proportionate to the risk.