



Definition

A complex structure is any form of construction, either ground-based or suspended, that through risk assessment has been found to present a significant risk.

It is the responsibility of the stand designer to determine whether a structure is complex or not.

Examples of complex structures:

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

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

Mandatory Regulations

- Walling to separate yourself from your neighbours
- Carpeted
- Furnished
- Branded
- Staffed stand

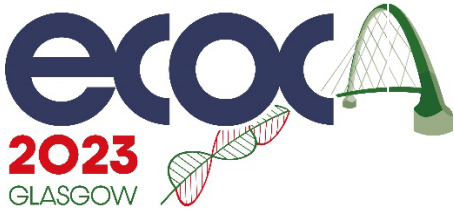
COMPLEX BUILD

SPACE ONLY SAFETY FILE

TO BE COMPLETED BY ALL SPACE ONLY STANDS.

DOCUMENT INCLUDES:

- DECLARATION FORM
- BUILD UP AND BREAKDOWN TIMES
- WASTE & TAPE REMOVAL
- MANDATORY ON-SITE REGULATIONS
- RISK ASSESSMENT
- METHOD STATEMENT



Space Only Stand Building Declaration Form & Safety File

We the organisers require you the exhibitor to have this form completed by you and your stand builder.

This is mandatory, and your stand design will not be approved without this completed document.

COMPANY NAME:.....

STAND NUMBER:.....

1. How is the stand constructed?

- What material is the stand made from.....
- Are the pieces of the stand wooden or MDF.....
If yes then these items must be pre-cut, sanded (treated) and pre-painted prior to the build up
- Is it a modular stand with magnetic graphics Yes/ No
- Will you supply your own carpet Yes/ No
- If yes what type of carpet will you supply Tiles/Roll

2. How much time is needed to complete the structure of the stand including graphics (Approx)

.....

3. Do you foresee needing additional hours than stated in the build-up times on page 2

.....

4. Please confirm the height of your stand:.....

5. Is your stand Complex (over 3.49m dependent on design) or simple:.....

6. Stand builders company name, Email and all contact onsite details required for stand builders and stand fitters:

Stand Builder Name:**Stand Fitter's Name:**

Stand Builders Company Name:.....

Email Address:.....

Stand Builders Contact Mobile Number:.....

Stand Fitter's Mobile Number On-Site:

7. Exhibiting company name, Email and contact details required:

Name:

Company Name:.....

Email Address:.....

Contact Name:.....

Mobile Number:

- 8. Poor and problematic building practices are making us the organisers review stands built with MDF/WOOD – we will only accept and approve stand designs on individual cases we are looking to phase out these type of stands. Any stand made from this material will have a
- 9. waste cart automatically invoiced to them
- 10. Any MDF stands **must be** pre-painted, pre-cut and ready to assemble onsite – prior to build up. The main construction of the stands, floor and walling must be completed by 4pm Sunday 1th October and the rest of the time should be used for finishing off and dressing the stand.
- 11. Carpet and carpet tape for all space only stands must be removed by either your stand builder or by ordering this service through the onsite cleaning company. Only adhesive tape (e.g. PE or PP) may be used and when removed must leave no residues.
- 12. All stands must be carpeted (mandatory)
- 13. All stand must be furnished (mandatory)
- 14. All stands must be branded (mandatory)
- 15. All stands must be staffed (mandatory)
- 16. All space only designs must complete the safety file along with the appropriate risk assessment.
- 17. All stands must be finished to a very good standard on the rear back wall adjoining a neighbouring stand. No graphics are permitted on the back wall that is adjoined to another stand.
- 18. **Insurances** - All space only exhibiting companies are requested to have;
 - Employer Liability
 - Public/Product Liability
 - Professional Indemnity (if applicable)

Build up times & Breakdown times

Build up

Friday 29 th September	0800 - 2200
Saturday 30 th September	0800 - 2200
Sunday 1 st October	0800 - 2100

THESE TIMES MUST BE ADHERED TO. FOR ANY EXHIBITORS THAT EXCEED THE STATED TIMES AN HOURLY COST WILL BE CHARGED.

Break Down

Wednesday 4 th October	1600 - 2400
Thursday 5 th October	0800 - 1500

IMPORTANT: By signing this document you are legally agreeing to comply and conform with all the safety regulations in this document and detailed in the online manual – www.ecocexhibition.com and that you are providing the correct protective equipment for all your staff.

EXHIBITOR SIGNATURE:.....

STAND BUILDER SIGNATURE

DATE:.....

WASTE REMOVAL OF WOOD, METAL AND CARPET TAPE

Warning:

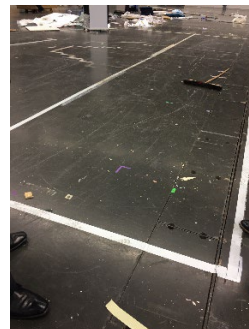
Any stand builder leaving any building materials in the hall or outside of the venue will result in the exhibiting company be contacted and will be fined.

If you leave you stand as shown below, a £5000 fine will be imposed and the cost of removing and disposing of the stand.



Carpet Tape:

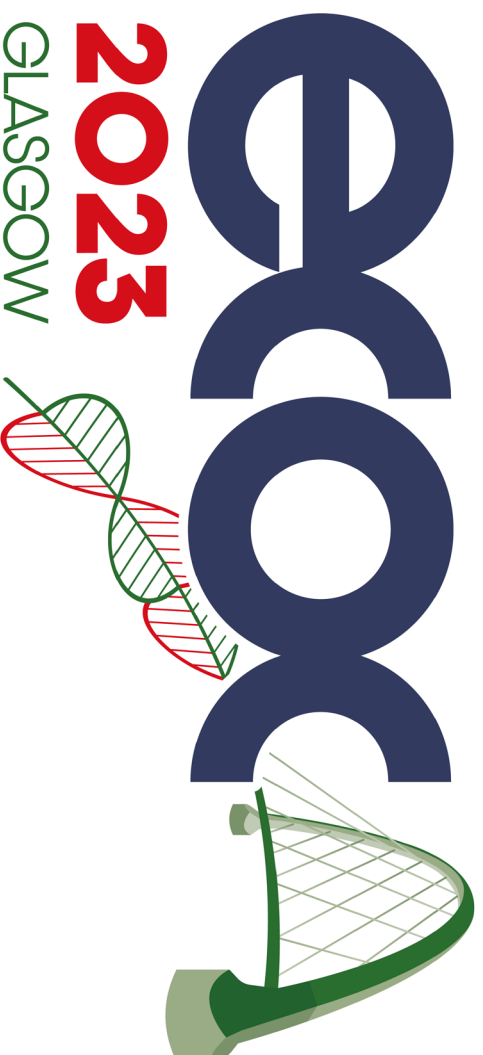
Stand contractors the correct tape is detailed in the online manual and below. Certain tapes are too adhesive and damage the hall floor, any exhibiting company will be charged by the venue to remove any tape residue that is left.



The carpet tape that must be used is: PE or PP

MANDATORY REGULATIONS FOR ECOC EXHIBITION

- Any exhibiting company leaving any waste on their stand on breakdown will be fined after the event.
- It is prohibited to leave your stand construction within the hall after the event. Please contact us if you need a quotation for stand removal.
- Safety Shoes must be worn
- If working above 2.5m's you should secure the area around your stand and all stand builders/ staff in the area should wear hard hats
- No cutting MDF/wood panels onsite
- Dust extractors must be used when sanding down all materials
- All space only back walls must be finished off to a high standard if adjoined to a neighbouring stand. Please check with the organisers as your entire back wall may need covering.
- No logo's/branding overlooking neighbouring stands is allowed
- Filming and or photographing of other exhibitors' stands is strictly prohibited and if you are seen at the show carrying any activity of this nature will be escorted out of the exhibition
- No smoking or vaping is allowed in the halls
- All space only stands must allow 3 centimetres each side of their booth if they have neighbouring booth's this includes if the neighbour is a shell scheme stands.



SPACE ONLY COMPLEX Risk Assessment

Hall: 4 & 5	Location: SEC, Glasgow, Scotland
Stand Number:	Company:
Build up: 29th September – 1st October 2023	Breakdown: 4th (4pm) & 5th October 2023 (8am – 3pm)
Name:	Signature:

Hazards	Consequences	Who is at Risk	P	X ^S	=R	Controls	PxS=R	Action Level
			Risk				Is the risk adequately controlled?	What is the Residual Risk?
<p>Identify hazards in the halls/rooms and on the perimeter roads that could reasonably be expected to result in significant harm</p>	<p>What could result from the hazard?</p> <p>Describe the type of injury then categorise as follows:</p> <p>Trivial injury not requiring treatment – minor cuts and bruises</p> <p>Minor injury requiring treatment – broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric)</p> <p>Major injury not life changing – head injury, loss of consciousness, broken bones, dislocations, respiratory problems. Usually an injury from which full recovery is possible.</p> <p>Death or very serious life changing injury to one person - Loss of limb, paralysis or life changing injury from which full recovery is unlikely.</p> <p>Death or very serious life changing injury to more than one person</p>	<p>Who might be harmed?</p> <ul style="list-style-type: none"> Organiser's staff Venue staff Visitors Exhibitors Contractors Young/new inexperienced staff Disabled Children New and expectant mothers Elderly visitors 	<p>P = Probability</p> <p>S = Severity</p> <p>R = Risk level</p> <p>P x S = R</p>	<p>Consider hierarchy of controls</p> <ul style="list-style-type: none"> Eliminate Substitute Reduce Isolate Control PPE Discipline <p>Do the controls.....</p> <p>Meet legal requirements?</p> <p>Represent best practice?</p> <p>Reduce risk as far as is reasonably practicable?</p> <p>Comply with industry standards?</p>	<p>Action Level</p> <p>H = High, Immediate action required</p> <p>M = Medium, Justify and review each event day</p> <p>L = Low, no further action required</p> <p>See table in footer</p>			

Hazard	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Actn Lvl

Probability (P)	Severity (S)	Calculation of Risk (R)					Action Level																					
5 >Almost inevitable 4 Very likely 3 Likely 2 Unlikely 1 <Very unlikely	5-Multi death or very serious life changing injury 4-Single death or very serious life changing injury 3-Major 2-Minor 1-Trivial	Prob	5	4	3	2	1	1	2	3	4	5	Severity	LOW – no action required														
			5.M	4.L	3.L	2.L	1.L	10.H	8.H	6.M	4.L	2.L	15.H	12.H	9.H	6.M	3.L	20.H	16.H	12.H	8.H	4.L	25.H	20.H	15.H	10.H	5.M	MED – justify /review for each event day
																										HIGH –immediate action/ further controls needed		

METHOD STATEMENT

ALL SPACE ONLY EXHIBITORS MUST COMPLETE THIS FORM

Contractor Contact Name	
Exhibiting Name	
Stand Number	
Company Name	
Date & Signature	

Details of stand construction	Please provide your response to every question below
<p>Responsible Person. Details of the person responsible for Health & Safety during the build up and breakdown onsite. (Name, mobile, email)</p>	
<p>Stand Details: Dimensions and location of your stand. Include a description of any unusual features of your stand</p>	
<p>Access: What are the details of the entry point into the halls and the route you will take to arrive at your stand?</p>	
<p>Timetable: What is the step-by-step sequence and schedule in which all of the stand elements will be built and completed</p>	

<p>Stability: How do you ensure adequate support of elements that require cross bracing, structural calculations must be submitted with your plan designs.</p>	
<p>Lifting: Weight to be lifted, height it will be lifted to, equipment to be used (crane, fork lift, hiab etc.) Describe manual handling techniques</p>	
<p>Rigging: Are you ordering any suspension points? For rigged elements deemed complex, structural calculations must be submitted</p>	
<p>Working at Height: Please include details of temporary and mobile scaffolds, access towers and other work at height which you intend to carry out and tools to be used.</p>	
<p>Coshh: Will you be using any hazardous and/or toxic substances? If so, please list them and confirm what measures you are taking to protect</p>	
<p>Environment: Describe any abnormal noise or work that may create dust or fumes and the ventilation and other control measures in place?</p>	
<p>Services: Describe services being ordered from official contractors</p>	
<p>Safety Features, incl. PPE: Describe equipment and precautions will you provide onsite, i.e. barriers, screens, warning signs, fire extinguishers, hard hats, dust masks, gloves, ear plugs etc</p>	
<p>Exhibits: Please describe any special activities or machinery demonstrations that may present a risk to the public?</p>	