



## **ESSENTIAL BABY & TODDLER SHOW** **SPACE ONLY STAND REGULATIONS**

For the avoidance of doubt space only stands are exactly that, space only. The organisers do not supply any walling, lighting, signage, power or floor covering. This must be organised by the exhibitors stand builder or ordered with other suppliers. You cannot take a space only package without providing these above elements as a minimum.

The aim of a space only package is to allow exhibitors and sponsors to build a bespoke and branded stand more reflective of their brand, instead of a more generic shell scheme stand. The minimum sized space only stand is 18sqm which is generally 6x3.

**ALL PLANS DESIGNS AND CONSTRUCTION MUST COMPLY WITH FAIRFAX MEDIA AND THE VENUE'S REGULATIONS.** All space-only exhibitors must work within the following parameters:

### **STAND PLOT**

It is the responsibility of the exhibitor or their stand contractor to verify the allotted stand space on the floorplan, to avoid costly adjustments to stand structures from incorrect measurements, for which the organisers cannot accept responsibility. The organisers may at the expense of the exhibitor, remove or alter anything forming part of any stand, if, in their opinion, it is desirable to do so in the interest of the exhibition or public health & safety.

### **CONSTRUCTION**

The design of the stand must be such that it can be erected and dismantled within the bump in / out time available. Exhibitors will be charged for any costs incurred by the organisers if they need to work outside the times stated in the event timetable. Please contact the show operations manager if you require to work beyond the times given in the timetable. Written permission must be sought from the operations manager to work outside the site opening hours. Additional charges may apply for supervising staff. Lone working after normal hours is strictly forbidden.

## **WALLING**

Space only stands must not make use of neighbouring stand walling. If a wall is marked on the floorplan plan between two stands, space-only exhibitors **must** construct a wall of at least 2.4m and are responsible for cladding and decorating **both** the front and back of the wall where seen from around the stand. All walls must be a stand-alone construction and not rely on neighbouring walling for support. The reverse of walls over 2.4m must be finished tidily in a plain white and must not have graphics or other advertising material fixed upon them. This also includes where they are visible from balcony or stairs. The joint construction of a dividing wall between two **space only** stands is acceptable and encouraged by the organisers, contact details of neighbouring stands will be provided on request. Space Only Exhibitors do not have to construct walls where their stand borders an aisle.

## **WALL LENGTHS - 30% rule**

Designs incorporating long runs of full height and solid walling along aisles are not permitted. Only 30% of each open side frontage may be enclosed with solid walls. These rules have been designed in the best interest of all exhibitors and must be strictly adhered to in all stand designs. No building across the aisles is permitted under any circumstances.

## **HEIGHT LIMIT**

Please note the minimum height limit required for any wall is 2.4m where bordered by a neighbouring stand. Lower walling may be constructed along aisles. Any stand over 2.4m should be clearly highlighted on your plans with details of construction. The maximum permissible height for any stand is 4m. Engineers structural calculations will be required for stands over 4m with an overhead structure including double decked stands and any stand with a stage or suspended floor – see Engineering Sign Off

## **ISLAND AND PART ISLAND SITES**

If a stand is open on four sides to adjacent aisles (island) or shares one wall with a neighbouring exhibitor (part island) the organisers may insist that the exhibitor keep all sides adjacent to aisles open without building further perimeter walling. See also **WALL LENGTHS - 30% rule**

## **ELECTRICAL INSTALLATIONS ON STANDS**

official show stand builders are the official electrical contractor, they are responsible for carrying out all the electrical supply installations on site. All Space Only Contractors must order power supplies through official show stand builders. Distribution of electrical supplies on the stand may only be made by suitably qualified electricians. All equipment must be tagged and tested and may be subject to onsite inspections.

## **ENGINEERING SIGN OFF.**

Complex structures may require sign off by a structural engineer. This would include stands with any overhead structures such as arches second stories

and mezzanine levels. If sign off is required the exhibitor is liable for the costs associated with the inspection and sign off, of the actual construction not just design stage.

### **FLOOR COVERING AND FIXINGS**

Bolting, fixing or screwing to any venue floor is prohibited. With the exception of stands in the Royal Exhibition Building, it is a condition of the sale of that all space only stands provide a floor covering either carpet, or raised flooring, any carpet tape must be of a venue approved type particularly at the REB where gaffer tape is prohibited.

### **24 HOUR POWER**

If 24 hour power is required it must be ordered specifically with official show stand builders. All stand electrics will be switched off after the specified exhibitor access times. If you need to keep power beyond this time, e.g for fridges or reconciling EFTPOS machines. Please order directly through official show stand builders.

### **LONE WORKING**

Lone construction work may only be carried out with written permission of an Operations Manager. Lone workers must not work on their own at heights, i.e. standing over 2m; they must have a colleague to assist. All ladders and scaffold towers must be built to a sufficient height for the work that is being carried out. No lone working after stated show bump in and bump out times is permitted.

### **STAND MATERIALS**

Materials used in stand construction must not cause dampness or stain or be readily ignitable or be capable of emitting toxic fumes should ignition occur. Crepe paper, corrugated cardboard, straw, hay, untreated Hessian, untreated material fabrics or PVC sheet (except on floors as a protective membrane) are strictly forbidden without the express approval of the organisers. Sawdust, tan bark or wood chips of reasonable size may be used to decorate floors, provided a protective membrane is laid first and chips are kept slightly moist at all times. Exhibitors may be asked to cover cleaning costs that result. Any fabric used in the construction or decoration of a stand, including the stand ceiling, must be treated with a fire retardant material and comply with Australian Standards.

### **STAND PLANS**

**IT IS ESSENTIAL THAT ALL SPACE ONLY EXHIBITORS SUPPLY THE ORGANISERS WITH A SET OF DRAWINGS NO LATER THAN DEADLINE STATED IN THE MANUAL.**

Proposed dimensional Space only plans and your contractor's details must be returned with **Form 5** for approval no later than the deadline given in the exhibitor manual. These drawings must show the proposed layout of the stand and all dimensions, building materials in both plan and elevation views.

Any stands that have not submitted their plans by the deadline may not be permitted to build and may be required to book a shell scheme stand, at their own expense through the show stand builders.

### **STANDS REQUIRING ADDITIONAL SAFETY PRECAUTIONS**

Should your exhibit feature any of the items listed below please contact us for further information on the safety steps you may need to take or written approvals that you may need to gain:

1. A second storey
2. A solid ceiling or roof area more than 18 square metres.
3. A structure more than 4 metres high
4. A motor vehicle.
5. Dangerous Goods as listed in the Dangerous Goods (Storage and Handling) Regulations 2000. Please supply MSDS with your plans
6. A discharge of noxious waste.
7. LPG gas cylinder, or other gas bottles e.g helium
8. A cylinder containing compressed gas.
9. Naked flames eg. a candle, gas hob etc

### **TIMBER USED IN STAND CONSTRUCTION AND DISPLAYS**

Timber under 25mm thick used in stand construction and displays must be impregnated with fire retardant material.

Boards, plywood, chipboard, etc, must be treated in the same way if they are less than 18mm thick. MDF must be pre cut not cut onsite due to health concerns.

### **VEHICLES AS EXHIBITS**

Prior to moving in to the licensed area, any vehicle/s intended for display must be checked by suitably qualified and venue approved personnel engaged by the licensee to ensure that such vehicle/s comply with the following venue regulations. Please note that any lifting equipment, protective equipment, or other materials need to protect damage to persons or the venue are at the responsibility and cost of the exhibitor.

### **WORKING AT HEIGHT / HOT WORK**

Please notify the operations manager in advance if you intend to undertake major working at height or hot works.