

## **BASIC HEALTH AND SAFETY REGULATIONS**

### **General Instructions**

It is important that you study these rules carefully before exhibiting at Bella Center. The rules are designed to help ensure optimal conditions for everyone, so please show consideration to your neighbours by observing the rules carefully, thereby assuring a favourable experience for all.

- Make sure that your build-up, display material, etc is kept within the confines of your own stand.
- Wall panels facing towards the aisles must, if not decorated, be finished with a neutral white surface.
- You may not use pillars outside your stand space unless given approval from the organiser.
- Representatives of the Public Authorities, as well as the Technical Department must be allowed access to your stand at all times.

### **Venue Building**

- It is not permitted to screw, nail, glue, paint or in any way cause damage to Bella Center's building or equipment.
- It is forbidden to affix wires to the ceilings or other parts of the building. It is also forbidden to mount or dismantle material belonging to Bella Center
- Each banner should be affixed with minimum 2 wires due to safety reasons.
- Due to safety reasons it is forbidden to use wires for lifting. For this purpose, you should use chain blocks in rigging points.
- Any material remaining after your departure from the venue will be removed and environmentally sorted. You will be invoiced for this service.
- It is strictly forbidden to use the public toilets or the permanent flowerbeds, etc. for cleaning brushes, paint rollers etc. It is required that you lay protective covering during build up to avoid damaging the hall floor or carpeting.
- During events BC fuse boxes must be accessible at all times. If BC employees are denied access to these due the exhibitor's setups, the exhibitor will be charged with the price for break down and any possible reestablishment that allows access to the fuse boxes.
- Should exhibitors or contractors cause damage to the venue's building, its furniture or equipment, they will be held directly responsible.
- For full package stands: if you need to use sticking material on Bella Center Copenhagen's stand walls, floors or fascia boards, you must use DuploColl 43102, Tesa tape 4964 or TESA Power-Strips, as these can be removed easily without leaving marks/glue residue. Onsite, you can purchase DuploColl as well as wall hooks for lightweight items such as poster frames. Please note that if you fail to remove sticking material residues from stand surfaces, floors etc. on departure, you will be invoiced for cleaning.

### **Waste Management**

Bella Center seeks to ensure that its development is sustainable, with as little environmental impact as possible, and that its consumption of resources is kept to a minimum. We do this through recycling and waste handling. Therefore, we kindly ask all exhibitors and contractors to contribute to sustainable behaviour before, during and after the events.

If you fail to remove stand materials and your own carpets from the stand, we will ensure that they are removed and environmentally sorted. You will be invoiced for this service

### **Vehicles in the halls, unloading**

In order to ensure that everybody has a fair chance of completing their stand build-up as quickly and with as few obstacles as possible, there are certain practical rules to be observed concerning vehicles in the exhibition halls:

- It is not possible to deliver goods to the stands prior to the build-up period. Alternatively, shipments may be delivered to CEVA Logistics. Please contact the forwarding agent for arrangements, and information

on pricing etc.

- Vehicles are not permitted in the halls during buildup and break-down.
- Work passes or other ID must be shown at the main gate or hall entrance on demand.
- Once unloading has been completed, vehicles are obliged to leave the BC premises.
- During build-up, aisles must be kept clear for passage.
- You are advised to make your own arrangements regarding the transport and unloading of goods to your stand. You must contact CEVA Logistics with a view to ordering vehicle and truck assistance. CEVA Logistics will also be able to offer you storage facilities for your empty packaging material during the event.

### **Stand Design Rules**

- Maximum build height restrictions vary in the halls. Please check your stand location and indicated height restriction on the technical floorplan or contact the operations team.
- Lighting rigs are permitted up to a maximum of 8m depending on the hall height and written permission from the organisers. No build elements, ceiling or branding should be added to lighting rigs.
- Non-island stands must provide walling for the full length of their shared side/back walls to at least a height of 2.5m.
- Consideration should be given to your neighbouring stand(s) view point. There are two rules that will be applied to the solid walls facing onto an aisle:
  - **50% rule:** At least 50% of each side of a stand that faces onto an aisle must remain open,
  - **3 meters + 1 meter gap rule:** In cases where a stand side is longer than 6m the continuous wall should not exceed 3m. For every 3m of continuous wall there should be a 1m gap
- Exceptions may be considered where a stand is located on the perimeter of the event.
- If you require a more enclosed stand, please consider using either low walling or installing transparent material.
- Walling facing an aisle must be dressed with graphics, screens etc.
- Complex stands will need to provide structural calculations and plans, these will be checked prior to build at an additional cost to the exhibitor.
- When placing items which require water, drainage, compressed air or power, it is important to take the location of the service ducts into consideration.

### **General rules for basic stands**

- Doorways along escape routes must be easy to open to their full width from inside but should not block the aisles when open.
- Doors to emergency exits, emergency escape hatching and their identifying signs or markings shall not be obstructed, obscured, be blocked, have anything hung on them, or otherwise be rendered unrecognisable.
- Aisles and walkways in exhibition halls shall not be constricted by objects deposited therein or extending into them.
- Please always remember to keep all your exhibits inside your stand area.
- Do not store cardboard boxes or other items behind your stand or in any void area.
- Building work or decorations, signs or lighting over aisles are not permitted.,
- Bear in mind that aisles represent escape routes in the event of an emergency.
- During build-up and breakdown access to the hall will be authorised only to people wearing wristbands
- Wearing sensible/safety shoes is obligatory for anyone who enters the hall during build-up or breakdown.
- Wearing a hi- vis vest during build-up and breakdown in the hall and lorry-way is compulsory.

- Electrical cutting or sanding tools, fixed or portable, must be equipped with a vacuum or a dust collection system
- Stands over 4m in height will need to provide structural calculations and be checked on site, at an additional cost to the exhibitor,
- When placing items which require water, drainage, compressed air or power outlets, it is important to take into consideration the service ducts in the floor
- If you have a general room or a meeting or conference room for more than 49 persons, it is necessary to establish two exit doors at opposite ends. On these doors an approved emergency sign with light must be placed (running man)
- If a meeting room is small and for less than 10 persons, the requirement of two exits can be dispensed with, as long as the walls are not built right up to the ceiling and there are emergency exit signs above doors.

### **Stands exceeding 4m in height**

Must supply structural calculations by 24 February 2023 to be checked by a structural engineer prior to build up. The stand will also be checked by the engineer during the build. There is an additional cost to the exhibitor for this service. Bella Center reserve the right to insist on having any modifications it considers useful or necessary in accordance with their safety regulations

- Please submit drawings (pdf) and calculations as it is necessary to assess structure with all details of build. Drawings should contain enough detail to show exactly how the stand will be constructed, including base fixing details, bracing and connection details. Structural calculations are required to prove that the stand is stable and capable of supporting loads of anything which will be supported i.e. lights, speakers, plasma screens etc.
- A technical floor plan showing the position of any service duct on your stand can be requested from the WindEurope Exhibition Operations Team.

### **Double-decker stands (two-storey)**

Plans for two-level stand must be submitted to the WindEurope Operations Team by **10 February 2023**. General stability of stands with two or more levels must be approved by a structural engineer. Structural calculations must be provided to be checked prior to build up and the stand will be inspected on site.

The check carried out by the authorities will focus on the following points:

- The stability and load-bearing capacity of the structure.
- Two- storey stands must have a staircase with a minimum width of 130cm.
- The safety of the handrails (at least two horizontal bars for each banister).
- The balustrades must be sufficiently strong and stiff.
- The location and design of glass partitions.
- The buttressing of the stand.
- The design of various structures and the application of construction materials such as wood, iron, aluminium and plastic.
- All two – storey stands must be covered by a Sprinkler system.
- Top floor of the stand should not have more than 49 people at a time.

Risk Assessment and Method Statement should also be submitted.

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

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

- It is important to note that two-storey stands must always have minimum one stairway exit with a minimum width of 1.3 m. 49 persons are allowed to be on the top level (1st floor). The exhibitor must display signs on the stand advising this to visitors.
- All two-storey stands must be fitted with a sprinkler system. This rule includes watertight ceilings and other closed rooms.,
- Connection to the main sprinkler pipes must always be undertaken by Bella Center- the rest of the sprinkler system may be installed by an authorised technician as chosen by the exhibitor/contractor, in accordance with the Danish SKAFOR regulations.
- Bella Center can provide a quote to connect to main sprinkler pipes

### **Stands that require Construction Permit (Complex Stands)**

Complex stands are defined as:

- Stand designs exceeding 4m in height
- Two- storey stands
- Suspended structures (does not include banners) e.g. wooden structures
- Sound / Lighting Towers/ Wall Screens
- Scaffolding
- Stand designs that include a platform over 600mm above floor level. (Platforms and stages over 170mm in height may also be considered complex.)
- Ceilings on stands exceeding 50 sqm
- Tents with an area exceeding 100 sqm

Please submit technical drawings (pdf), structural calculations, risk assessment and method statement as it is necessary to assess the structure with all details of the build. Drawings should contain enough detail to show exactly how the stand will be constructed, including base fixing details, bracing and connection details.

Structural calculations are required to prove that the stand is stable and capable of supporting relevant loads i.e., lights, speakers, plasma screens etc. The floors of the halls can bear loads of up to 4.000kg. /m<sup>2</sup>. Manhole covers over service ducts must not be used as point load bearing areas. A technical floor plan showing the position of any service duct on your stand can be requested from the Exhibition Operations Team.

Your stand plans and required documents will be forwarded to the event's structural engineers and when they are satisfied with the stand's calculations, they will issue a Construction Permit.

**The final process is a site inspection during build-up, where the stands stability will be signed off.**

There are charges for the complex structural audit, onsite inspection and sign-off:

- **Single Storey stand exceeding 4m: £350 + VAT**
- **Two Storey stand: £490+ VAT**



#### Contact

WindEurope Operations Team

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Deadline: 10 February 2023

#### **Shared walling**

Walls marked on the plan between two stands must be constructed to the full width and to a height of at least 2.5m. Both exhibitors are responsible for cladding and decorating both side of their stand wall above a height 2.5m.

No branding or logos can be added. The tops of stands must be finished tidily, especially if visible from any gallery or atrium areas. Exhibitors on space only stands must NOT use the back of another stand as walls without the consent of the exhibitor concerned. However, the joint construction of a dividing wall is acceptable. Please contact the operations team if you need the contact details of a neighbour's stand.

**Company branding cannot be added to the back of the stand walls – plain painted finishes only, down to 2.5m.**

#### **Ceilings**

- As the halls have an automatic sprinkler system, there are limits to how you can cover your stand. All conditions regarding covering of stands and special areas, such as vehicles, tents and containers, must be agreed with Bella Center Copenhagen. We reserve the right to prohibit covering if it conflicts with the fire strategy in the hall.
- The material must be of such a quality that it is not easily flammable or must have been flame-proofed to achieve the same effect.
- Exhibitors may cover their stands with ceilings as long as technical guidelines of fire protection and safety regulations are observed. Each stand design with a ceiling will be looked at on an individual basis and approval will be confirmed to each stand contractor / exhibitor:
  - As all the halls have a sprinkler system, it is only permissible to cover your stand with fireproofed and water permeable fabric. It is also possible to construct a ceiling with solid materials or as an evenly distributed panelled/ louvred ceiling – however only covering a maximum of 40% of the covered area. Depending on stand location and neighbouring stands this may be denied.
- All stands which have been built with two-storeys must be covered by a sprinkler system – closed rooms as well as vehicles, containers etc. which are not sales articles but are only used for decoration.
- Ceilings on stands exceeding 50 sqm will be considered a complex stand and therefore require a Construction Permit.
- Dispensation may be granted for actual sales items if they do not exceed 9 sqm. The sprinkler system can be installed by Bella Center Copenhagen, and they are happy to provide a non-binding quotation for the work. Connection to main sprinkler pipes must always be undertaken by Bella Center Copenhagen. The rest of the sprinkler system may be installed by Bella Center Copenhagen or another authorised technician (according to SKAFOR's regulations).
- To achieve a pleasant view of the whole stand, the Technical Service Department may request changes to ceiling finishes even if this entails additional costs for the exhibitors.

## **Electrical Installations**

24-hour power will be connected from the first stand build-up day and up to and including the day after the end of the exhibition at 12:00. If you need a power connection for longer, this should be arranged directly with the Bella Center exhibitor services team.

Electrical installations Your electrical installations on your stand comply with the standard EN 50 110 on operation of electrical installations. It means, among others, that we have made a risk assessment in order to execute the work safely.

Please be aware that your machines and utility items must be earthed. Be careful not to obstruct the distribution boards, as Bella Center Copenhagen's staff need to have access to them.

The electrical installations on the stand must be set up in accordance with the Danish Safety Technology Authority's regulations for installations at fairs and stands. These are available on the Authorities website:

<https://www.sik.dk/en/s?sq=Electrical+installation>

The installation must be performed in accordance with section 6 of the Danish Heavy Current Regulations. If these regulations are not complied with, Bella Center can find it necessary to shut off the electricity supply to the stand. Any consequential costs and insurance claims arising shall be no concern of the Bella Center.

## **Fire regulations and stand design**

### **General rules**

- Escape routes shall be kept clear at all times.
- Doorways along escape routes must be able to be opened easily over their full width from inside, but may not block the hall aisles when open.
- Doors on emergency exits, emergency escape hatches and their identifying signs or markings shall not be obstructed, obscured, have anything built over them, be blocked, have anything hung on them, or otherwise be rendered unrecognisable.
- Aisles and walkways in exhibition halls shall not be constricted by objects deposited therein or extending into them.
- Please remember to keep all your exhibits inside your stand area at all times.
- Building work or the putting up of decorations, signs or lighting over aisles is not permitted.
- Bear in mind that these aisles represent escape routes in the event of an emergency!

### **Fire regulations and stand design**

All halls are fitted with a sprinkler system, which is the reason why you are only permitted to build a completely covered stand when you use a fireproof, water permeable textile ceiling. When using solid materials, you may build your ceiling in a checkerboard fashion, provided that the total covered area does not exceed 40% of the total stand area.

All double-decker stands must be fitted with sprinklers. This also applies to stands with watertight ceilings and closed rooms, motor vehicles, containers etc, which are not actual sales objects. Exemptions to this rule may be applied to covered sales objects, on the condition that these do not exceed 9 sqm.

The Bella Center can install the sprinklers for you – please contact them for a quote. Connection to the main sprinkling pipe must be installed by the Bella Center – any authorized technician following the guidelines laid down

by SKAFOR can install the remaining part of the sprinkling procedure. If you intend to cover your stand, you must always apply for permission at the Technical Department.

### **Displays**

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

### **Fabrics**

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

### **Materials**

No stand or display material may be more flammable than wood. You are not permitted to use materials in your stand design such as paper, cardboard, plastic, artificial flowers, etc., which are easily ignitable or explosive, which can melt, drip, develop toxic gasses or produce excessive amounts of smoke. Materials must always be treated with a fireproofing agent, while closely following the guidelines laid down by the Fire Department and the manufacturer. If artificial flowers are used on a stand, they must be made fireproof.

Wooden floors laid out as gratings with gaps and especially with cavities below are not allowed.

If you intend to lay your own carpet or floor covering, the product must carry one of the following approvals:

- a) Class G flooring as in DS-1063.2, in accordance with Danish Building Regulations '95, chapter 6.11.1 section 5.
- b) Class D-s1 flooring after EN 13501 Fire classification of construction products and building elements
- c) NT fire 007 (Scandinavian approval)

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

Before our event, Bella Center staff and Floor Managers may conduct a fire inspection, which includes your choice of construction and decor materials.

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

### **Painting**

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



## Contact

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## Stand Dressing

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

## Delivery of the materials to your stand during build-up and breakdown

The necessary fire-department entry routes and manoeuvring areas designated by “no-parking” signs must be always kept clear at all times. Vehicles or objects parked/deposited in rescue routes or on safety areas shall be removed at their owners’ expense and risk.

Materials required for constructing stands or exhibits delivered for immediate installation at the stand area may be deposited during the set-up and dismantling phases for a short period of time in the hall aisle as long as the required aisle widths are maintained for safety reasons and logistical concerns are sufficiently taken into consideration. This will be considered to be fulfilled if a strip of no more than 0.9 m in width between the stand border and the hall aisle is used to deposit items.

Regardless of the width of the hall aisle and the items deposited there, it is mandatory to maintain an unblocked passageway of no less than 1.3 m in width. Areas in front of emergency exits and areas where hall aisles intersect are the exception; their entire width must always be kept clear.

Hall aisles may not be used for assembly or to set up machines (e.g. woodworking equipment, workbenches).

Hall Managers may request the immediate clearing of the hall aisle for logistical reasons. Any expenses incurred will be invoiced to those who caused them.

## Fire Extinguishers

- Every level of an exhibition stand must be equipped with at least one fire extinguisher appropriate to the existing fire risk.
- One additional fire extinguisher must be provided for each further 200 m<sup>2</sup>.
- An additional fire extinguisher must be provided at the top of each flight of stairs within a stand.
- The fire extinguishers must have an extinguishing capacity of at least 27 A for fire classification A or 144 B for fire classification B and should not weigh more than 12 kg.
- Suitable fire extinguishers must be provided if stands have kitchens.
- Use of coffee machines, electric kettles, photocopiers, printers, refrigerators and other heat-emitting machines is only permitted within a store room if a CO<sub>2</sub> Carbon dioxide hand extinguisher is provided.



## Important notes:

### Heavy, large exhibits

Details and booking of heavy, large exhibits requiring forklift or crane need to be confirmed to CEVA by 7 April 2023. Access to the hall will only be permitted on the first day of build, subject of approval.

If you would like to have a **vehicle on your stand for decoration purposes**, you must apply for permission, with a description and drawing of the location.

The following guidelines for vehicles indoors apply:

- Petrol/diesel-powered vehicles:
- The tank may contain max. 5 litres of fuel.
- The fuel cap must be locked.
- The battery must be disconnected.
- If more than one vehicle on the stand area, a minimum of 3m distance between the vehicles is required.
- The keys must be handed to Bella Center Copenhagen's security staff at night.

**Electric vehicles:** You must be able to produce documentation which can be used to approve the following:

- The battery must be disconnected.
- Factory-manufactured electric vehicles must be fitted with a mechanical, cable-deactivated parking brake.
- The gearbox must also be mechanically locked by a steel latch that engages with the gearbox.
- The key must be removed from the ignition system.
- The handbrake must be activated.
- Hydrogen and natural gas vehicles: Unfortunately, **we cannot allow hydrogen vehicles** on the stand. Natural gas vehicles can be accepted on the usual conditions which apply for petrol and diesel vehicles. However, all pressure must be removed from the gas tank.
- Additional safety considerations: Vehicles are not permitted to be turned on indoors, except when the vehicle is being parked or removed from the stand.
- You are not allowed to turn on the vehicle for presentations etc. without permission from Bella Center Copenhagen. Vehicles presentations must be approved by Bella Center Copenhagen and will require a suitable roadway with enough shielding off to spectators and materials.

### Demonstrations

- Any exhibitors planning a working demonstration on their stand must inform the WindEurope Exhibition Operations Team by 24 February 2023
- Demonstration areas must be indicated on your stand plans and, where necessary, must include soundproofing within the construction of this area.
- Plans must also show any proposed queuing and viewing areas within the stands. WindEurope reserve the right to ban working demonstrations onsite if they, in any way, disturb neighbouring stands or pose a threat to the public.

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



Contact

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**Gas storage** must meet the demands and guidelines described in the document “Guideline for Storage and Use of Gas”, which is based on the National Gas Storage regulations.

Please contact Bella Center Copenhagen, if you need the document “Guideline for Storage and Use of Gas”.

If you need gas storage on the stand, you must apply for permission from Bella Center Copenhagen at least eight weeks before the event start.

The application must as a minimum include information on:

- gas type,
- volume,
- handling and
- existing safety protocols of the gas storage.

Bella Center Copenhagen is obliged to carry out a formal application for permission to have the gas storage in the building, just as Bella Center Copenhagen is obliged to hand out a complete overview to the fire department showing areas with gas storage during the event. This applies for all types of gas storage.

The exhibitor, who has permission for gas storage on the stand, is always obliged to fulfil all demands and guidelines as described in the document “Guideline for Storage and Use of Gas”.

This includes ensuring that the gas is stored safely during and outside event opening hours, that there is sufficient extinguishing equipment, and that there is accurate signage regarding the gas storage.

Outside of the opening hours of the event, gas storage must always be kept in suitable cages, boxes, cabinets or trailers outside the building. You must provide this yourself, alternatively Bella Center Copenhagen rent out cabinets.

The location of your gas storage is appointed by Bella Center Copenhagen.

Please contact Bella Center Copenhagen in order to enter into an agreement regarding your gas storage.



Contact

Bella Center Exhibitor Services

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