

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.
- During stand build-up, your staff are welcome to use the rinse basins provided for cleaning brushes, paint rollers etc. It is strictly forbidden to use the public toilets or the permanent flowerbeds, etc. for this purpose. It is also it that you lay protective covering during build up to avoid damaging the hall floor or carpeting. Please read the section concerning the Fire Authorities regulations regarding materials.
- 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.

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.

- During build up and dismantling periods exhibitors may collect bags for combustible waste from Technical Exhibitor Service. Filled bags must be sealed and deposited in the hall containers labelled "Waste to be sorted". Hazardous waste such as paint, batteries, light bulbs and leads can, however, be collected free of charge from the stand by Bella Center staff. Please book this service at Technical Exhibitor Service.
- 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, unless an exemption for early build-up has been granted. Alternatively, shipments may be delivered to CEVA Logistics. Please contact the forwarding agent arrangements, and information on pricing etc.
- Vehicles are only permitted admittance into the halls during buildup and break-down at the times determined by Bella Center.
- Work passes or other ID must be shown at the main gate on demand.
- Once unloading has been completed, vehicles are obliged to park in the designated parking spaces outside or to leave the BC premises. However, trailers and lorries must be only allowed to park on the gravel-area just outside the South Gate. On the last day of build-up all unloading must take place outdoors, as no vehicles are allowed inside the halls at this time. Please note that on break-down vehicles cannot enter the goods area/halls until the organiser's permit access.
- During build-up, aisles must be kept clear for passage.
- You are advised to make 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

- The maximum build height is 6m. This may be less in certain areas of the Halls. Please check your stand location and any indicated height restrictions.
- Lighting rigs are permitted up to 8m (depending on the hall height) as long as they have no build elements, ceiling or branding.
- Non-island stands must provide walling for the full length of their side / back walls to at least a height of 2.5m,
- Shared walling must be clad and finished in plain white only, down to a height of 2.5m, no branding is permitted on the back of the shared wall.
- At least 50% of each stand side facing onto an aisle must remain open or fitted with transparent material, Exceptions to this rule can occasionally be granted, depending on location. Permission must be approved by the organiser.
- Extensive walling facing an aisle must be dressed with graphics, screens etc., submit information with plans.
- Long walling of 4m or over, facing onto an aisle may need to be stepped back by a minimum of 1m into the stand, this will be decided by the organiser.
- Stands over 4m in height will need to provide structural calculations and be checked on site, at an additional cost to the exhibitor,

- The effectiveness of the sprinkler system (in the exhibition hall) must not be reduced by covered or multi-storey exhibition stands. Therefore, a stand may only be covered with fireproofed and water permeable “fabric”.
- Stands may be covered with fixed materials or with an evenly distributed panelled/louvered ceiling-but maximum covering 40% of the covered area.
- No full ceilings are permitted unless fireproof, water permeable textile is used or sprinklers are fitted,
- All platforms over 38mm in height should include a ramp for wheelchair access.
- When placing items which require water, drainage, compressed air or power outlets, it is important to take into consideration the service ducts in the floor
- If you have an enclosed meeting room on your stand for more than 10 persons, you have 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 11 October 2019 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.

Shared Walling

Walls marked on the plan between two stands must be constructed to the full width to a height of at least 2.5m. Both exhibitors are responsible for cladding and decorating both sides of their stand wall above a height of 2.5m. The section of walling facing your neighbour's stand must be clad and plain white. Neither branding nor logos can be added. The tops of stands must be finished tidily where they are visible from any gallery or atrium areas. Exhibitors on space only stands must NOT use the back of another stand as walls without the consent of the exhibitor concerned. However, the joint construction of a dividing wall is acceptable.

Two-Storey Stands

Plans for two-level stand must be submitted to the WindEurope Operations Team by 11 October 2019. General stability of stands with two or more levels must be approved by a structural engineer. Structural calculations must be provided to be checked prior to build up and the stand will be inspected on site. There is a charge for this service. 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.

Stability of stands with two levels must be approved by a structural engineer. Structural calculations must be provided to be checked prior to build up and the stand will be inspected on site. There is a charge for this service.

- It is important to note that two-storey stands must always have two stairway exits.
- 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

Electrical Installations

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.

24 Hours Power Supply

Main power supply will be switched off overnight. Should you require 24-hour power, please order through GES Exhibitor Services.

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 electrician 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 each 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 vehicle's fuel tank must be emptied, the fuel tank cap must be locked, the batteries disconnected and the vehicle's keys handed over to night security staff.

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

WindEurope Operations Team

Dianne Wright, Gina Walls

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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 maneuvering areas designated by “no-parking” signs must be 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 1.2 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 m².
- 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 CO₂ Carbon dioxide hand extinguisher is provided.

Important notes:

Demonstrations

- Any exhibitors planning a working demonstration on their stand must inform the WindEurope Exhibition Operations Team by 11 October 2019
- 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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