

# EXHIBITION RULES AND REGULATIONS

All exhibitors must read and comply with following regulations:

1. **Stand booking general terms and conditions** – you can find them as a part of your contract, or you can download them here:
  - [WINDEUROPE OFFSHORE 2019 STAND BOOKING TERMS AND CONDITIONS](#)
2. **General venue regulations**
  - [Bella Center Exhibition Centre: General terms for exhibitors](#)
  - [BASIC HEALTH AND SAFETY REGULATIONS](#)
3. **Stand design rules** related to your stand design – you can find them in **the Basic package stand section of this manual.**
4. **Exhibition rules** listed below.

## EXHIBITION RULES

### Balloons

The use of balloons or flying objects filled with a combustible gas in the exhibition halls or on outdoor exhibition areas is prohibited.

### Children

WindEurope Offshore 2019 is a trade show and as such we regret that no one under the age of 16 is permitted on site during the build-up, opening and breakdown period, even if accompanied by an adult. The exhibition halls are regarded as a building site during build-up and breakdown.

### Complaints

It is in the interest of exhibitors and visitors that any faults or failures in the services provided by official suppliers or the WindEurope should be brought to the attention of the organiser as soon as possible. If you wish to make a complaint please contact us at [events@windeurope.org](mailto:events@windeurope.org), or onsite in the organisers' office.

### Demonstrations

Any exhibitors planning a working demonstration on their stand must inform the WindEurope Exhibition Operations Team: [operations@windeurope.events](mailto:operations@windeurope.events) Demonstration areas must be indicated on 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.

The Organisers reserve the right to ban working demonstrations on-site if they disturb neighbouring stands or pose a safety issue to the public in any way.

### Disabled visitors

All disabled people must be given the same opportunities as able-bodied persons. This includes the ability to attend exhibitions and look at any of the exhibits. We ask that you ensure that your stand and exhibits are easily accessible to disabled visitors with wheelchairs. Any stand with a platform should provide an appropriate access ramp. For further information, please contact the WindEurope Exhibition Operations Team: [operations@windeurope.events](mailto:operations@windeurope.events)

### **Distribution of promotional material**

Please bear in mind that all business, including the dispensing of literature and promotional material, must be conducted from your stand.

It is not allowed to hand out leaflets etc., at the entrance to the event, in the gangways or any other part of the exhibition hall unless you have written consent from WindEurope. At the discretion of the organiser, a penalty fee will be charged to the exhibitor for not adhering to this rule.

### **Emergency gangways**

The exhibition halls will have designated emergency gangways. These must be kept clear at all times so that emergency vehicles can gain access, throughout build-up and breakdown. All exhibitors and contractors on site are responsible for keeping these aisles clear.

Please ensure that your contractors are aware of the location of the emergency gangways, these are clearly indicated on the technical floorplan and marked out on the hall floor. There will be Health & Safety Floor Manager present who is in possession of an evacuation plan. Evacuation plans will also be available from the organisers' office.

### **Fire Regulations**

Fire hydrants in the exhibition halls and on outdoor exhibition areas shall not be obstructed or rendered unrecognisable or inaccessible. Please ensure that your stand personnel are conversant with their use and that staff are aware of the position of the nearest fire alarm point.

The necessary fire department entry routes and manoeuvring 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.

### **LPG / compressed gases**

No LPG will be allowed in the halls without permission from the organiser. If you need further information please contact the WindEurope Exhibition Operations Team: [operations@windeurope.events](mailto:operations@windeurope.events)

### **Music / Entertainment**

The maximum permissible total sound level in any area of the show is 80db, measurable at a distance of three metres from the source of sound using a directional decibel metre.

Please ensure that music and commentary for demonstrations, videos, presentations etc, are kept at a level that will not interfere with neighbouring stands. Exhibitors failing to comply with warnings from the show management may incur a fine or have the power to their stand terminated.

If you wish to play music on your stand, you are obliged to inform Koda or Gramex about this, just as you must ensure that their conditions are strictly adhered to. Koda and Gramex are Danish societies that administer Danish and international copyrights for composers, writers and music publishers, when their musical work are performed in public.

For further information please see [www.koda.dk](http://www.koda.dk) or [www.gramex.dk](http://www.gramex.dk)



Contact

Koda

Lautrupsgade 9

DK-2100 Copenhagen

Tel: +45 333 063 80

Email: [kunde@koda.dk](mailto:kunde@koda.dk)

## **Neon**

If you wish to use neon lighting, please contact the WindEurope Exhibition Operations Team: [operations@windeurope.events](mailto:operations@windeurope.events)

All neon installations must incorporate a fireman's switch.

## **Smoking**

Smoking is not permitted in the venue at any time.

## **Stand construction rules**

For detailed rules related to stand construction, please refer to **the 'Basic package stand' section of this manual.**

## **Venue care**

No attachment, fitting, fixture or defacement is to be made to the flooring, ceilings of the internal or external walls of the building, nor is any ladder or other device to be fixed to, or suspended from, any overhead items. No nail, screw or other device is to be driven into, nor are holes to be made, in any part of the building.

Exhibitors will be charged for the cost of repairing, restoring or renewing any damages to the hall or site, for example, paint and adhesive tape marks, damage to the walls or the exhibition floor.

## **Water Features / Displays**

Please notify the WindEurope Exhibition Operations Team: [operations@windeurope.events](mailto:operations@windeurope.events) if you are planning any features containing tanked or re-circulating water on your stand; a full risk assessment must be submitted with details of the control measure for the control of Legionella, including treatment methods.

All equipment and/or exhibits are required to conform to HSE approved code of practice L8 'The control of Legionella Bacteria in Water Systems' (ISBN 0-7176-1772-6). By-laws of the relevant Water Authority must also be adhered to.

# BASIC PACKAGE STAND

A basic package / space only stand is an area, which does not include the construction of a modular stand or any other extras. Space Only exhibitors need to mandate their own stand constructor to build their stand.

Compulsory forms to be submitted by each basic package / space only exhibitor:

The following documents are mandatory and should be returned to Exhibition Operations Team, by the given deadline: **11 October 2019**

- Stand plans for approval
- Risk assessment / Method statement
- Health and Safety Declaration
- Structural calculations for stands over 4m in height and double deckers.

**In case any of these documents is missing, delay in build-up might occur.**

All exhibitors must read and abide by all exhibition and venue rules. It is the responsibility of each exhibitor to make sure that all safety and fire regulations are being respected by its staff and contractors.

## STAND PLANS SUBMISSION

Exhibitors are responsible and liable for their appointed contractors' compliance with all of the rules and regulations specified in this manual.

All basic package/space only exhibitors must submit stand drawings, including:

- Plan views
- Dimensions
- Elevations

All plans must be accompanied by a risk assessment and method statement and complete [STAND PLAN SUBMISSION FORM](#).

Approval will be forwarded to all non-complex stands as soon as possible.

Structural calculations may be required for some stands. This is explained in the section below.

For complex stands approvals, once stand plans, risk assessment and method statement, along with any necessary structural calculations have been received, the local authorities and structural engineers will give final approval.



[STAND PLAN SUBMISSION FORM](#)

# RISK ASSESSMENT AND METHOD STATEMENT



## [RISK ASSESSMENT & METHOD STATEMENT EXAMPLE](#)

## STANDS EXCEEDING 4 METERS

Please submit drawings (pdf) and calculations, 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. Please forward to the Exhibition Operation Team.

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 may 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.

Complex stands (over 4m high) require an approval by **Campbell Reith Structural Engineers**. Exhibitors / contractors will receive final approval once the stand plans and accompanying documents have been checked.

Additional costs for this service will be charged directly to the exhibitor/contractor.  
Single-storey (over 4m) stand - £290 + VAT, Two-storey stand - £415 + VAT.

Two-storey stands will be submitted with structural calculations, risk assessment and method statement they will then be forwarded to the venue, which will liaise with local authorities for final approval. A fee for application submission to local authorities will apply.

The venue reserves the right to proceed with additional inspections and ask for any modifications they consider useful or necessary in accordance with safety regulations.



### Contact

WindEurope Exhibition Operations Team  
Inside Events  
Dianne Wright, Gina Walls  
Email: [operations@windeurope.events](mailto:operations@windeurope.events)  
Tel: +44 247 651 0015



Deadline: 11 October 2019

## HEALTH AND SAFETY DECLARATION

It is important for all exhibitors to read and comply with WindEurope regulations, Fire and Safety Regulations and Safety at Work manual. Therefore it is mandatory for all exhibitors to complete and return the Health & Safety Declaration form, confirming that you have read and received the exhibitor manual.

All exhibitors are required to fill in a Health & Safety Declaration form **by 11 October 2019**. Please ensure that you complete the form in order to avoid any delays in build-up.



[BASIC HEALTH AND SAFETY REGULATIONS](#)



[HEALTH AND SAFETY DECLARATION - accessible as online form in the Exhibitor Zone](#)



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Deadline: 11 October 2019

## PERSONAL PROTECTION EQUIPMENT

In order to carry out work in the hall, the individual protective equipment needed for the activity to be carried out in each work position should always be used.

Work clothing must be worn correctly fastened, not too loose and undamaged to prevent it getting caught. Hi-visibility vests must be worn during build-up and breakdown by everyone in the hall.

Whenever there is the risk of falling items, materials, etc. or contact with suspended equipment, a protective helmet must be used.

Fall prevention systems will be used for access to and while any work is being carried out at a height of more than 2 metres, which is not completely protected by means of collective protection systems (handrails, nets, etc.).

To carry out any work that might involve the risk of inhaling dust, fumes, vapor or any other harmful substances, workers must use the appropriate mask, face guard, filters or breathing equipment.

Safety glasses or goggles and hearing protection must also be used for work when required.

## WASTE REMOVAL

Basic package / space only stands are responsible for their own stand cleaning and removal of waste before, during and after the event. Space only stands will also be vacuumed and paper bins will be emptied before each opening day as part of the rental of the hall. Floor wash or other cleaning tasks as well as waste containers can be ordered via the Bella Center web shop.

All rubbish and waste that is generated during the build-up, the event and during the breakdown period must be disposed of in the manner described below. For this purpose you must only use the containers and refuse bags which are available from Bella Center online web shop.

If the rented exhibition space is not returned in proper condition, WindEurope will have it cleaned and restored at the exhibitor's expense; a minimum of €500 + VAT will be charged to the exhibitor.



CLEANING AND WASTE – order form is in the Bella Center web shop



Contact

Technical Exhibitor Service - Bella Center

Arooj Bashri

Exhibition Coordinator

Email: [windeurope@bellacenter.dk](mailto:windeurope@bellacenter.dk)

Tel: +45 3247 3369



Deadline: 21 October 2019

## FIRE SAFETY REGULATIONS

It is important for all exhibitors to read and comply with It is important for all exhibitors to read and comply with BASIC HEALTH AND SAFETY REGULATIONS. You can download the document from the link below.



[BASIC HEALTH AND SAFETY REGULATIONS](#)

All exits and exit aisles must be kept clear and unobstructed. No furniture, signs, chairs or displays may protrude into aisles.

### 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 authorised 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 gangway 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.

### **Fire Extinguishers**

- Every level of an exhibition stand must be equipped with at least one adequate fire extinguisher.
- One additional fire extinguisher must be provided for every 200 m<sup>2</sup> further.
- 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.
- The use of coffee machines, electric kettles, photocopiers, printers, refrigerators and other heat-emitting machines is only permitted if a CO2 Carbon dioxide hand extinguisher is provided.



[FIRE PROTECTIONS](#)

## 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)

The use of plastics or expanded plastic materials for stand decorations or lettering is conditional upon presentation of certification proving that the requirements of flammability standard B1, smoke emission standard Q1 and drop formation standard TR1 have been met.



The Bella Center reserves the right to reject the use of material that does not comply with the aforementioned requirements. 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, the Bella Center staff and the WindEurope 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, 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 Exhibition Operations Team

Inside Events

Dianne Wright, Gina Walls

Email: [operations@windeurope.events](mailto:operations@windeurope.events)

Tel: +44 247 651 0015



Smoking is prohibited inside the Convention Centre.



# STAND DESIGN

## GENERAL RULES OF STAND DESIGN

- The maximum build height is 6m, including banners. This may be lower in certain areas of the halls, please check your stand location and any indicated height restrictions on the technical floorplan, or contact the operations team.
- Lighting rigs are permitted up to 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 side/back walls to at least a height of 2.5m.
- At least 50% of each stand side facing onto an aisle should 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.,
- Long walling of 4m or more, facing onto an aisle, could be asked to be stepped back by a minimum of 1m into the stand.
- Stands over 4m in height 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 outlets, it is important to take the location of the service ducts into consideration.

## CEILINGS

- The material must also be of such a quality that it is not easily flammable or must have been flame-proofed to achieve the same effect
- Exhibitor may cover their stands with ceilings as long as technical guidelines of fire protection and safety regulations are observed:
  - As all the halls have a sprinkler system in the event of a fire, 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 max. 40% of the covered area.
  - All stands which have been built with two storeys must be covered by a sprinkler system – this also applies to waterproof ceilings, closed rooms as well as vehicles, containers etc. which are not sales articles but are only used for decoration.
  - Dispensation may be granted for actual sales items if they do not exceed 9 m<sup>2</sup>. The sprinkler system can be installed by Bella Center Copenhagen, and we 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

## RAISED FLOOR

The use of raised floors is recommended in the case of stands that have water and compressed air connections and/or many electrical and ICT cables. To improve accessibility to visitors with disabilities, such as wheelchairs, walkers and blind or partially sighted people, the following guidelines apply to stand floors:

- Maximum height of 12 cm, measured from the floor of the building up to and including the top of the raised floor;
- The sides should be closed and neatly finished, sharp edges and corners need to be avoided and if necessary with bevelled edges;
- The floors should be within the stand building line;
- When a raised floor is used on a stand the outer edge of the floor must be in a contrasting colour with respect to the aisle and the ramp;
- If the raised floor is less than five cm higher relative to the floor of the building a bevelled edge with a minimum of one meter wide is sufficient. This bevelled edge needs to be in a contrasting colour relative to the rest of the floor edges;
- A raised floor up to a height of 12 cm measured from the floor of the building, a ramp of at least one by one meter width is desired.
- A handrail at a ramp is not necessary, when the raised floor is lower than 12 cm with respect to the aisle. When a handrail is positioned, it must be placed at a height of 80 - 100 cm above the ramp. The handrail needs to be easy to grab (round or oval), and preferably to have a light contrasting colour compared to a dark background. The rail end may not hang loose. If the handrail is positioned only on one side it should be attached to the wall;
- The edges around the ramp cannot contain any sharp edges; floor connections must have a smooth transition (no high thresholds). By a ramp in the corner of a stand there should be placed an upright edge of about four cm arranged in the longitudinal direction.

Under the Equality Act it is required that exhibitors make all reasonable efforts to ensure that disabled visitors are able to enjoy the same experience on exhibitors' stands as able-bodied visitors. Please ensure that your stand and exhibits are easily accessible to all visitors.

If you need help in estimating the size of your ramp, please check these few websites: [ramp calculator](#) or [article on how to design and calculate the ramp](#).

## SHARED WALLING

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

The section of walling facing your neighbor's stand must be neatly finished and plain white. 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 neighbor's stand.

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

## ELECTRICITY/PLANS

It is essential to present the plans with the location of the electrical connection, indicating the type and amount of electricity required to GES: [windeurope@ges.com](mailto:windeurope@ges.com)

## VENUE CARE

No attachment, fitting, fixture or defacement is to be made to the flooring, ceilings or the internal or external walls of the building, nor is any ladder or other device whatsoever to be fixed to, or suspended from, any overhead gantry. No nail, screw or other device is to be driven into, or holes to be made, in any part of the building.

## DAMAGES

Exhibitors will be charged for the cost of repairing, restoring or renewing any damages to the halls or site, for example, paint and adhesive tape marks, damage to the walls or the venue flooring.

## DOUBLE-DECKER (TWO-STOREY) STANDS

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

- The stability and load-bearing capacity of the structure
- Two- storey stands must always have two stairway exits
- 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 – this also applies to waterproof ceilings.

## ELECTRICITY

Only electric lighting may be used for a stand and the electrical system may be installed only by certified electricians. As an exhibitor, be aware to order day and / or continuous power for your equipment. .

If you require 24/7 power for special equipment please order through GES.

Note on electrical systems and stand lighting:

- The installation should be distributed over sufficient groups and each group should have the correct fuses.
- Electrical cables should be fitted at a sufficient distance from steam, water or gas pipes. Cables exposed to potential damage should be sufficiently protected.
- Motors should have a thermal safety switch. Motors with a power capacity larger than 3kW should also be fitted with a star – delta switch.
- Spliced joints should be made by means of wire connectors or terminal clamps. Spliced joints may not be hidden behind walls, under floors or in ceilings.
- Metal parts that could potentially become conductors of electricity (live wires) due to an electrical defect should be sufficiently earthed. Electrical cable should be sufficiently secured.
- Heat-emitting light fittings should be kept at least 0.10m from any combustible material. In addition, no combustible material should be capable of being reached by reflected heat emission within 0.30m of the edge of the reflector.
- Neon lights require special permission from the Operations Team.
- The use of a laser light must be notified to the operations team. If permitted, the issue of a permit may also be made conditional, depending on the nature of the laser.

## 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 hatched and their identifying signs or markings shall not be obstructed, obscured, have anything build 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.
- Do not store cardboard boxes behind your stand or in a void area.
- Building work or decorations, signs or lighting over aisles are not permitted
- Bear in mind that these 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 handed out by security,
- 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