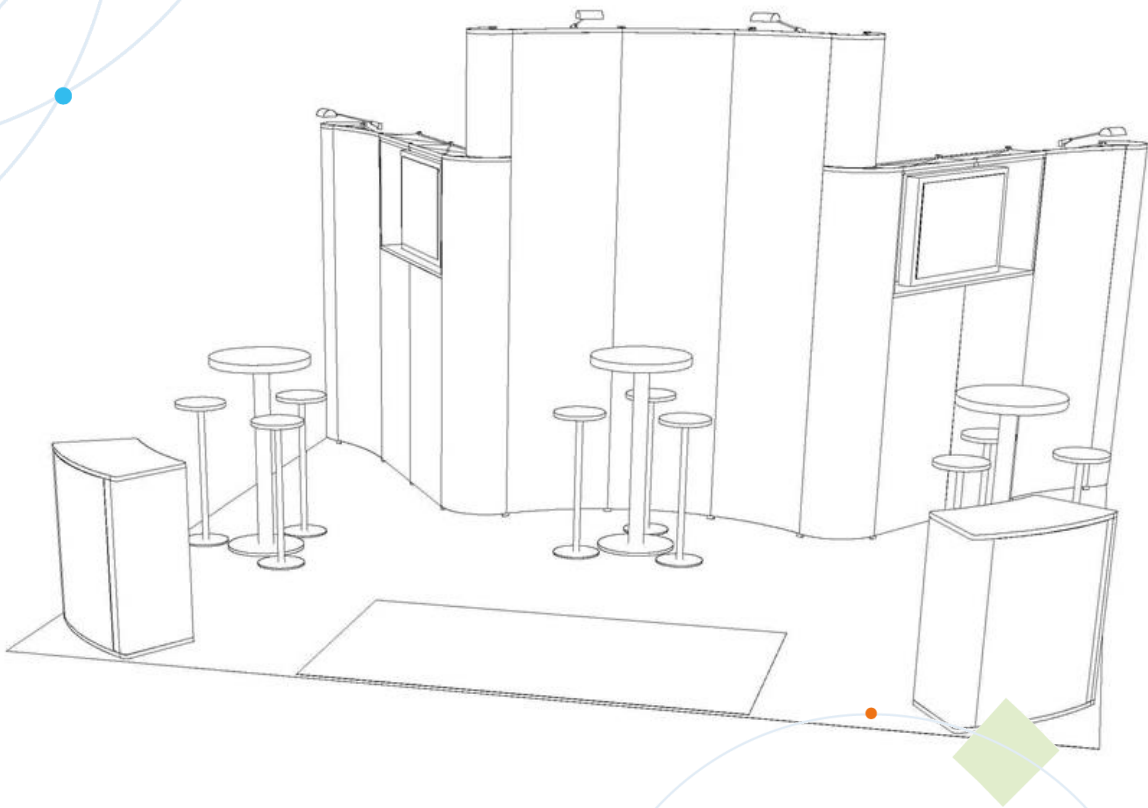


MACH 2024

STAND BUILD REGULATIONS



IMPORTANT INFORMATION

IT IS IMPORTANT THAT ALL STAND CONTRACTORS / DESIGNERS / STAND MANAGERS ETC. READ THESE REGULATIONS AS WELL AS THE VENUE REGULATIONS IN DETAIL.

THE VENUE REGULATIONS CAN BE FOUND AT:
www.thenec.co.uk/downloads/

MACH
15-19 April **2024**
NEC Birmingham UK
machexhibition.com

1) GENERAL REGULATIONS

- a) **ACKNOWLEDGEMENTS CARDS / SIGNS ETC** - Acknowledgement cards / signs or displays promoting products and/or services of **non-exhibiting companies** are prohibited from the exhibits and stands of Exhibitors.
- b) **AISLE DISTRIBUTION** - Exhibitors must not station any personnel, or place anything in or over, the aisles or upon any space other than the stand space allotted to them. Exhibitors may distribute price lists, catalogues and other printed matter relating to their own exhibits, services, or other goods manufactured or sold by them only from their own stand.
- c) **CONSTRUCTION DEADLINES** - All building construction, assembly, and other works of any nature whatsoever to be carried out upon or beneath the Exhibitor's stand site must be completed in accordance with the timetable stated on the Exhibitor Manual. Penalty clauses may apply where deadlines are not met.
- d) **DISPLAY OF STAND NUMBER** - The MTA requires Exhibitors to display their stand number. It is of their stand at a recommended minimum size of 150mm
- e) **ILLUMINATION/MOVING DISPLAYS/BALLOONS ETC** - Details of any proposed illuminated signs or laser or neon display lighting must be included in the layout plan and must adhere to the height regulations. Flashing or fast-moving displays and strobe lighting or signs, balloons or water jets are not permitted. 'Machine in operation' warning lights are permitted.
- f) **LIVE ENTERTAINMENT AND AV PRODUCTION** - Exhibitors should ensure that any audio-visual equipment / microphones, speakers or live entertainment on their stands is not used / positioned in such a way as to cause annoyance to neighbouring stand holders. Neither must the aforesaid create congestion in the aisles. Stand holders must ensure that sufficient space is allowed within their stand to accommodate any audience. Details of the positioning of such equipment and the details of audience placement should be included in Exhibitor's stand layout plans. The MTA reserve the right to remove any equipment about which complaints are received, and which, in its view, are justified.

The sound level of your live entertainment, audio-visual equipment etc. will be subject to checks by a member of the organising team, on the first open day, or, if set up and ready, checked during build up. This is to ensure that the sound level will not inconvenience neighbouring exhibitors and not, when in use, congest the aisles. Sound level checks will continue throughout the open days to ensure compliance of the above.

- g) **MINIMUM STAND SIZE** –the minimum size of any stand available for rental at the exhibition will normally be 6 (SIX) square metres.
- h) **PRICE AND SOLD SIGNS** - Price and sold signs **are permitted** on exhibits. These signs are to be must be of professional appearance or use the show template, hand draw notices are not acceptable. No more than two signs may be displayed per machine/exhibit. **NOTE:** The above signs may display an acknowledgement of whom the machine/exhibit has been sold.
- i) **STAFF VACANCY SIGNS** - **No staff vacancy signs** are permitted on stands at any time during build up, open days and break down.
- j) **STANDARD OF DECORATION OF STANDS** - All Exhibitors are required to decorate stands to the minimum standard of the general presentation of the exhibition. This standard includes the covering of the floor area of the stand with appropriate floor coverings, which must be properly secured to the floor of the exhibition hall using NEC approved tape, and the application of suitable decoration and/or graphics to walls facing aisles

2) SHELL SCHEME STANDS

- a) **SHELL SCHEME SPECIFICATION** - The MTA will provide to Exhibitors requesting it a basic shell scheme comprised of: back and sidewalls, ceiling grid, floor coverings, basic electrics and name boards (which

must not be removed) showing company name and stand number. A full detailed specification will be included in the Exhibitor Manual. The cost of the basic shell scheme is included in the stand rental cost.

- b) **LIFTING** – The provision of lifting services is not included in the basic stand rental for shell scheme Exhibitors.
- c) **HEIGHT LIMITATION** –Free standing display cabinets, graphics, advertising, partitions, enclosed areas or display material shall not exceed 3m in height.

This height limit applies does not apply to machinery exhibits but does apply to replica exhibits.

- d) **NAME BOARDS** – whilst name boards are provided as standard with shell stands, where an exhibitor requests the removal of the supporting fascia, the responsibility to produce and affix a name board reverts to the exhibitor.

If an exhibitor wishes to upgrade or affix bespoke graphics to the shell scheme fascia provided, they must obtain the written permission of the MTA.

- e) **WALLING ADJACENT TO AISLES** – Shell scheme exhibitors must adhere to the regulations in 3.e-h should they wish to close off open sides.

3) SHOW READY STANDS

- a) **SHOW READY STANDS** are sold by the MTA in partnership with GES (Global Experience Specialists) the MTA provides floorspace at the exhibition and GES a modular stand build system (exact design and custom graphics to be agreed by the Exhibitor directly with GES).
- b) **LIFTING** – The provision of lifting services is not included in the basic stand rental for Show Ready Exhibitors.
- c) **HEIGHT LIMITATION** –Free standing display cabinets, graphics, advertising, partitions, enclosed areas or display material shall not exceed 3m in height.

This height limit applies does not apply to machinery exhibits but does apply to replica exhibits.

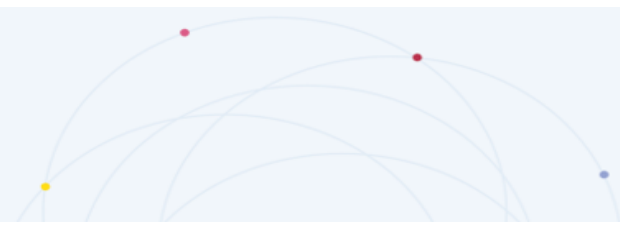
- d) **WALLING ADJACENT TO AISLES** –Show Ready exhibitors must adhere to the regulations in 4.e-h should they wish to select or modify a Show Ready design with walling on an aisle.

4) SPACE SCHEME STANDS

- a) **SPACE ONLY SPECIFICATION** – The MTA will provide to Exhibitors requesting space only sites permission to utilise the space as detailed in the contract for space: With the exception of lifting (as detailed below), no additional services are supplied.

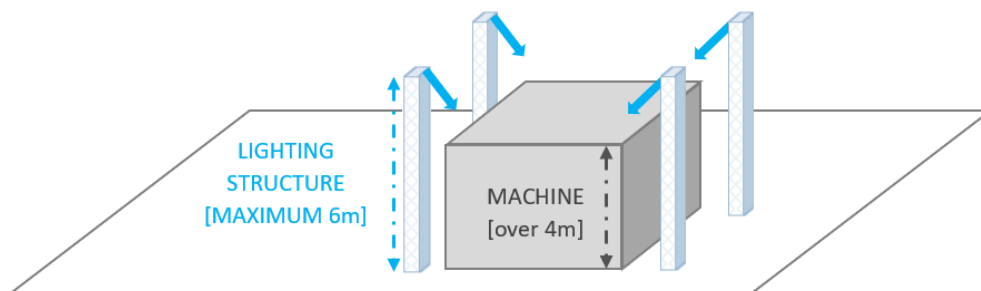
It is the responsibility of all space only Exhibitors to construct rear and dividing walls on any part of the stand which does not face an open aisle, in accordance with these regulations

- b) **LIFTING** –The MTA will provide, for space only exhibitors, free first-lift of exhibits (full explanation is detailed in the Exhibitor Manual or available from the MACH Organisers Office). First-lifting means the initial positioning of all machinery to be located on the stand. Machines being lifted must be free of pallets/boxing such that the machine can be lifted direct from the vehicle and onto its final position on the stand, in one movement. The cost of any lifts not deemed to be within this definition must be borne by the Exhibitor.



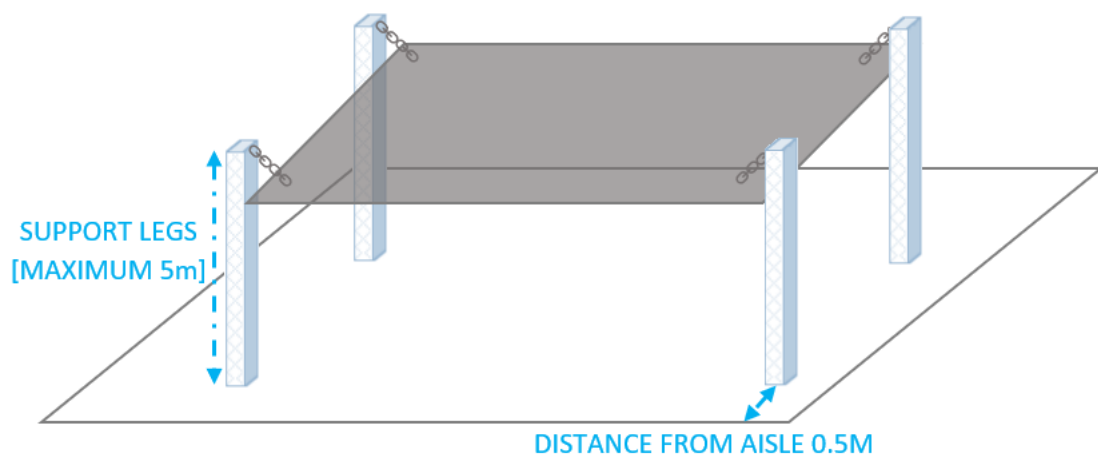
- c) **HEIGHT LIMITATION** - For space only Exhibitors (excluding space only perimeter sites; see 3.d.iii), the maximum height of any stand fitting, graphics, advertising, lighting or display material shall **not exceed 4m**; this restriction includes the height of any platform.
- d) **HEIGHT LIMIT EXCEPTIONS** are as follows:
- i) Floor mounted localised lighting for machines taller than 4m may be allowed to a maximum height of 6m; utilising "Trilite" or similar structures. Such lighting should only be used to illuminate said machine and no graphics or advertising are allowed on the machine **above the standard height of 4m** (See Plan (A) below). Stand plans submitted for approval by the exhibitor must show the position and dimensions of such structures together with an image of the part of the machine that will be illuminated above 4m.

Plan A

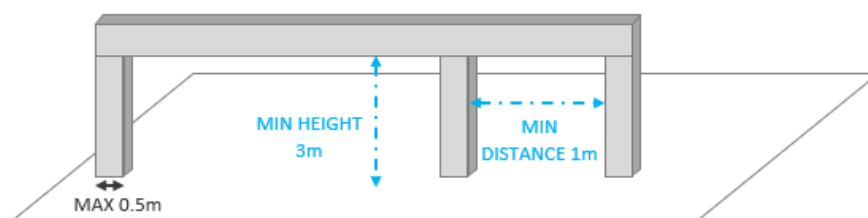


- ii) Certain stand equipment, usually owned by the exhibitor and reused at multiple shows, is designed to facilitate a lighting rig that can be set at different heights for different shows (See plan (B) below for an example). This type of equipment is permitted subject to the following:
 - (1) The lighting rig structure must be set at a maximum of 4m from the floor
 - (2) The supporting legs may be in excess of 4m in order to support the rig, to a maximum of 5m
 - (3) No advertising material, logos or lighting may be exhibited over 4m
 - (4) Prior to the exhibition opening, an on-site inspection of the lighting will take place.
 - (5) Where any part of a lighting rig structure is over 4m in height, the edge of the lighting raft and any supporting legs must be set back 0.5m from the aisle and 0.5m from any adjacent stand.

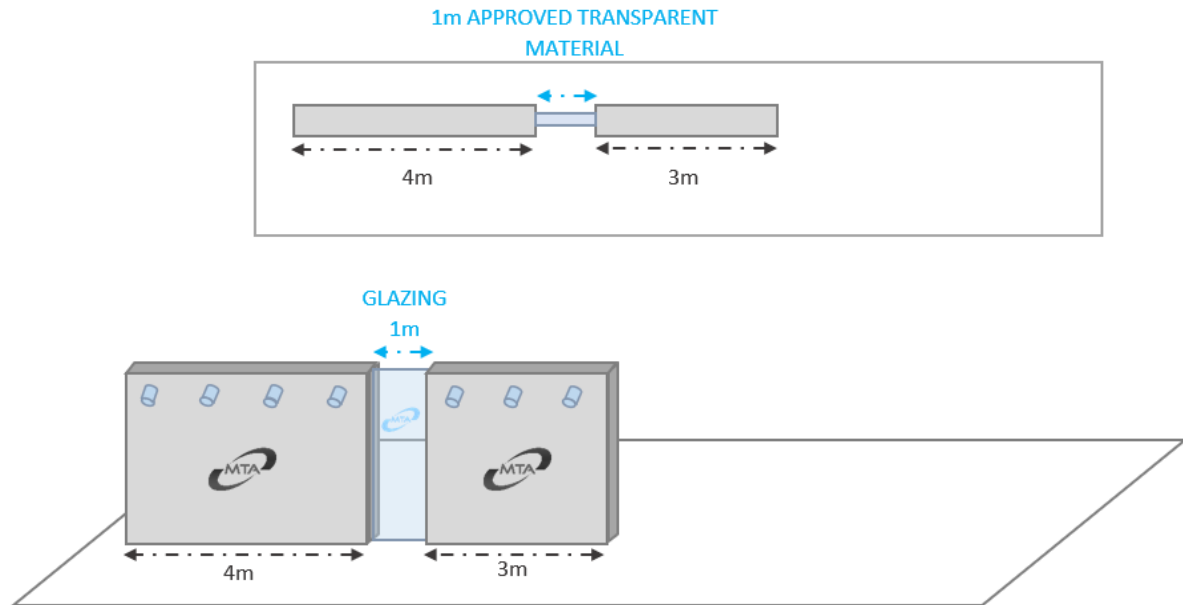
Plan B



- iii) **SPACE ONLY SITES LOCATED ON THE PERIMETERS** - the back wall is permitted to be built to 4m, however, the front and sidewalls or any other fixed walls must not exceed 3.5m. Free-standing display cabinets, graphics, advertising or display material can be built to a maximum height of 3.5m. Exceptions may be permitted to extend the front and sidewalls to 4m where the stand does not adjoin another stand or shell scheme stand, provided the stand construction does not obstruct/inhibit other Exhibitors; such exceptions must be approved in writing by the MTA prior to the build period.
- e) **WALLING ADJACENT TO AISLE**- Walling is allowed around the stand edge subject to the requirements:
- Due consideration is made to adjacent stand holders and the overall appearance of the exhibition
 - Suitable graphics/advertising and lighting are used; plain decorated walls are not acceptable
 - All materials used must be in compliance with Health & Safety and Fire regulations.
 - The design conforms to the venue regulations with regard to the minimum distances for direct exits from the stand in case of emergency (Travel Distance)
 - No walling of any height may exceed 50% of the length of the side of the stand along which it is built**
- f) **WALLING ADJACENT TO AISLE UPTO 1.2M** – walling to a maximum height of 1.2m is allowed subject to the general requirements in clause 4.e above
- g) **WALLING ADJACENT TO AISLE OVER 1.2M** - Walling over 1.2m is subject to the following restrictions:
- 2m aisle widths**- Where the exhibitor is constructing a wall adjacent to an aisle of 2m width the wall must adhere to the following requirements:
 - must be set back 0.5m from the aisle
 - solid (non see-through) continuous walling, over 1.2m tall must not run for longer than 4m in length without suitable breaks as detailed in clause 3.i
 - Continuous walling which is partially set back is not acceptable
 - 2.5m or greater aisle widths**- Where the exhibitor is constructing a wall adjacent to an aisle of over 2.5m width a 0.5m set back is not compulsory but the wall must adhere to the following requirements:
 - solid (non see-through) continuous walling, over 1.2m tall must not run for longer than 4m in length without suitable breaks as detailed in clause 3.i.
- h) **SPACE ONLY BUILD FASCIAL PANELS**
- Continuous walling set at a minimum height of 3m above the show floor is permitted subject to the following restrictions:
 - Support pillars should not exceed 0.5m in width and must be spaced a minimum of 1m apart
 - Any walling at ground level between the support pillars must not exceed 1.2m in height and is subject to the general requirements in clause 4.e
 - The final height of the fascia panel shall not exceed the maximum stand height of 4m
 - For the avoidance of doubt support pillars on 2m aisles are subject to the set back regulations listed in 4.g.i

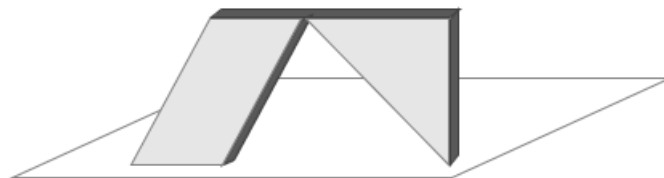


- i) **COMPULSORY BREAKS/OPENINGS-** Walling over 4m in length must have a breaks/openings:
 - i) a minimum 1m wide break must be incorporated to separate the 4m runs of solid full height walling either as an opening or a transparent panel
 - ii) If transparent panels are used, they must remain 'open' at all times; blinds may not be used to close them off
 - (1) Partial frosting to give an eye line and to decorate the panel is acceptable but should not cover more than 50% of the panel
 - iii) Exhibitors requiring walling over 1.2m high without such breaks or windows must set back the walling 1m from the aisle



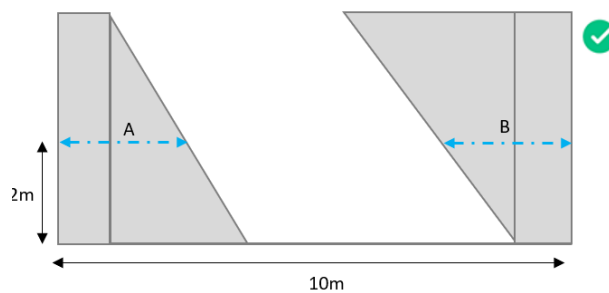
5) DIAGONAL & ANGELED, PARTIALLY SET-BACK, WALLS

- a) Diagonal Walls
 - i) Exhibitors are permitted to design their stands with diagonal walls as per the example below:



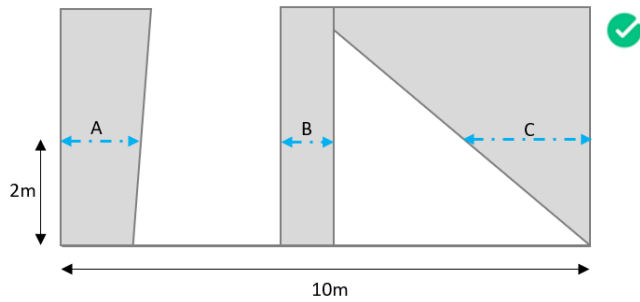
- ii) Where a diagonal wall is included, the following regulations apply:
 - (1) The closed space on any stand side measured at 2m above the ground must not exceed 50% of the length of the side of the stand along which it is built (see examples below)
 - (2) plan submission must include the wall length at a height of 2m from the ground

Example 1



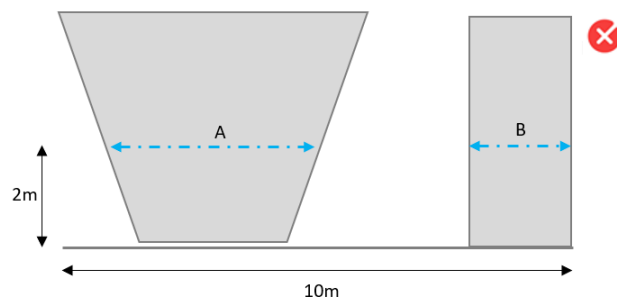
Section A is 2.5m, Section B is 2.5m; the cumulative length of 5m does not exceed 50% of the length of the side and the design is therefore compliant

Example 2



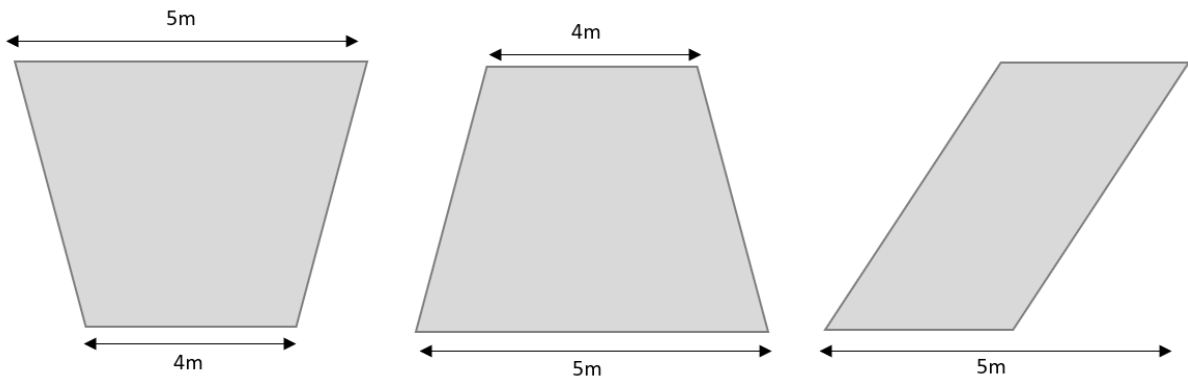
Section A is 1.5m, Section B is 1m and section C is 2.5 the cumulative length of 5m does not exceed 50% of the length of the side and the design is therefore compliant

Example 3

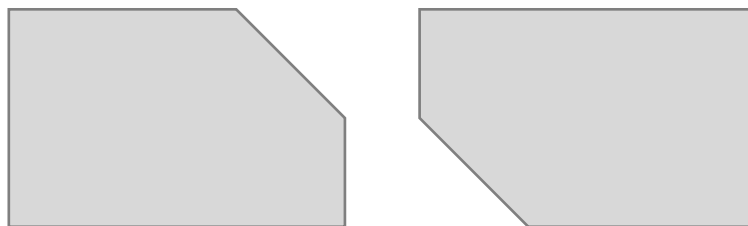


Section A is 4m, Section B is 2m, together they exceed 50% of the length of the side and this is therefore non-compliant

- iii) walls maybe angled up or down but the maximum length of the longer section must not be more than 5m in length and the shorter not more than 4m, in the case of double diagonal walls the entire length must not exceed 5m. Walling longer than this must comply with regulation 4i

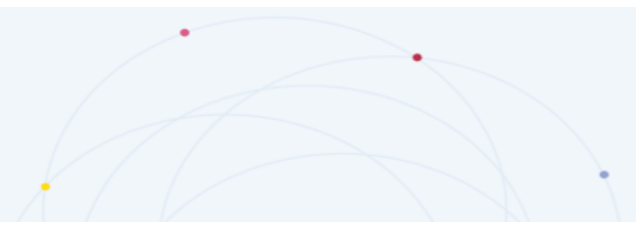


- iv) Partially diagonal walls such as the below will be treated as full height walls unless they meet a fascia panel as described in 4h

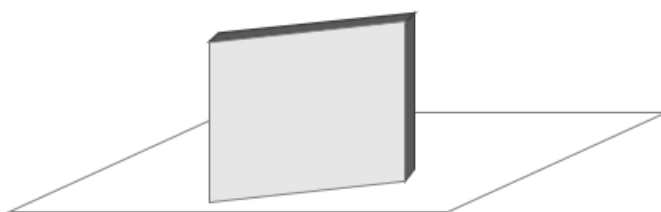


6) ANGLED AND PARTIALLY SET-BACK WALLING

- a) Angled Walls



- i) Exhibitors are permitted to design their stands with angled walls that are set back further at one point than another as per the example below:

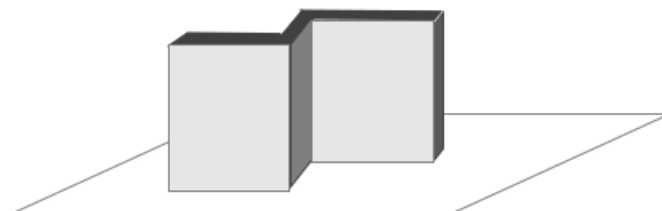


For the avoidance of doubt, any such angled wall will be treated as walling adjacent to an aisle and subject to all relevant regulations unless the nearest point to the aisle is set-back 0.5m

Regulation 4 e-g will apply

- b) Partially set-back walls:

- i) Exhibitors are permitted to design their stands with angled walls that are set back further at one point than another as per the example below:



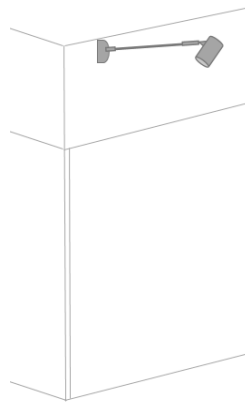
For the avoidance of doubt, any such partially set-back wall will be treated as continuous walling adjacent to an aisle and subject to all relevant regulations

Regulation 4 e-g will apply

- c) **DIVIDING WALLS** - Exhibitors on divided island sites should consult with their adjacent stand holder(s) at an early stage of stand design and, where practical, agree a common height of the dividing wall.
- i) All walls dividing you from adjoining stands must be finished above 2.5m on the reverse, in a plain, neutral colour.
 - ii) No logos or branding may be placed on the back of divide walls.
 - iii) Exhibitors on adjacent stands may mutually agree to include an opening in the dividing wall to encourage visitor flow.
 - iv) Dividing walls must be erected to a minimum height of 2.5m.
- d) **DOUBLE-DECKER STANDS** - Double-decker stands (two storey) will **NOT** be permitted.
- e) **DECORATION OF COLUMNS** - Existing columns where sited on stands must be clad on all faces to the prevailing height on that stand but must not exceed 4 m. Cladding must be freestanding and may not be fixed to the column. Existing signs must be left visible and fire-fighting equipment and alarms left clear for access. Shell Scheme exhibitors will have their columns clad automatically by the shell scheme contractor unless they are in the centre of the stand, free of charge. The cost of repairing any damage to a column will be bourn in full by the exhibitor.
- f) **FOUNDATION WORK / BURIED PIPES / EXCAVATIONS/ ETC** - Any Exhibitor requiring conduits for pipes or other installations to be buried in the floor of their stand site, any major excavation or foundation work beneath their stand site or any works involving fixings to or the penetration of the

fabric or the structure of the buildings on the Exhibition Centre must make arrangements for the execution of such works with the NEC, using the order forms included in the Exhibitor Manual, which must be completed and returned to the NEC by the date specified in the Exhibitor Manual and for the restoration of the fabric and structure of the stand site, its floors and areas beneath to its original condition by the end of the Exhibition Period. The cost of such works will be borne by the Exhibitor concerned. No such works may be carried out over basements or such other areas as the MTA may indicate when confirming the provisional allotment of stand space.

- g) **INWARD-FACING SIGN LIGHTING PROJECTING INTO AISLES** - Unbranded, discreet lighting which projects into an aisle in order to illuminate signage (as per the diagram below) will be permitted provided:
- It extends no more than 0.4m from the stand boundary
 - Is erected at a minimum height of 3m
 - No more than 1 luminaire per 2m
 - The light source must be covered, not be visible from the aisle and be directed at the stand



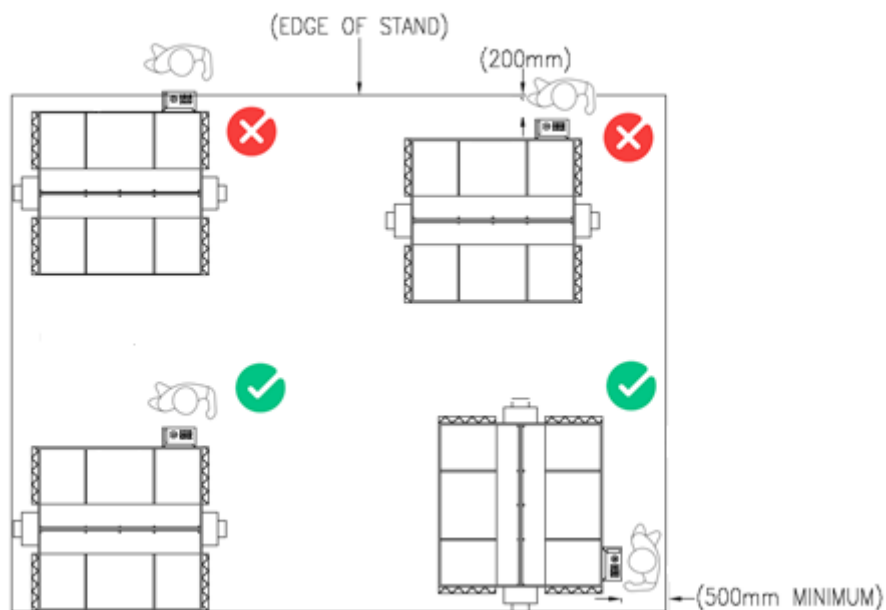
- h) **CEILING RIGGING/LIGHTING RAFTS / BANNERS ETC.** - Lighting rafts, banners, balloons, exhibits and any stand construction/material suspended from the ceiling of the exhibition hall **are not permitted** unless part of an organiser sponsorship packages.
- i) **LINKING OF STANDS** - The linking of two stands, across an aisle, is not permitted; **all stand fitting must remain within the stand boundaries.** Exhibitors can purchase the option to sponsor the carpet where their stand is divided by an aisle.

7) PLATFORMS AND DISABLED ACCESS

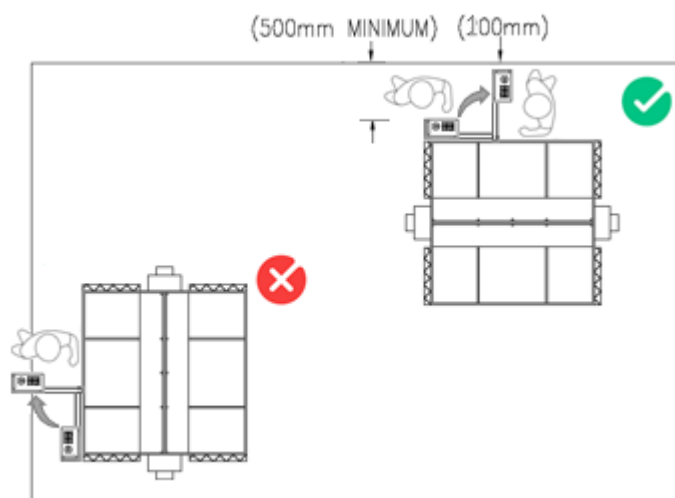
- a) Exhibitors wishing to construct platforms may do so subject to the following regulations:
- Shallow platforms (less than 100mm) can introduce a tripping hazard and should be avoided.
 - Similarly capping to the stand perimeter that could cause a tripping hazard should be avoided.
 - The general height of platforms should be 100mm (and must not exceed 150mm).
 - Platforms should have the edges highlighted in a contrasting colour to the stand and aisle carpets and the corners must be rounded, filed smooth or have protective measures over the joint to prevent cuts. Where a platform is used adjacent to an aisle crossroads, a corner post or similar should be fitted to ensure the risk of trip hazard is reduced.
- b) Ramps must be included on all platforms, the gradient must not exceed 1:12; it is also recommended that handrails be fitted on either side to aid access and prevent slips/trips.
- c) The use of any platform/ ramp must be included in the Risk Assessment. Full details of any proposed overall platforms and disabled ramps must be incorporated in the Exhibitor's stand layout plan. If, in its opinion, the erection of such platforms would impede the flow of traffic in the exhibition halls during the build-up, the MTA may impose restrictions on when these are to be erected.

8) MACHINERY EXHIBITS

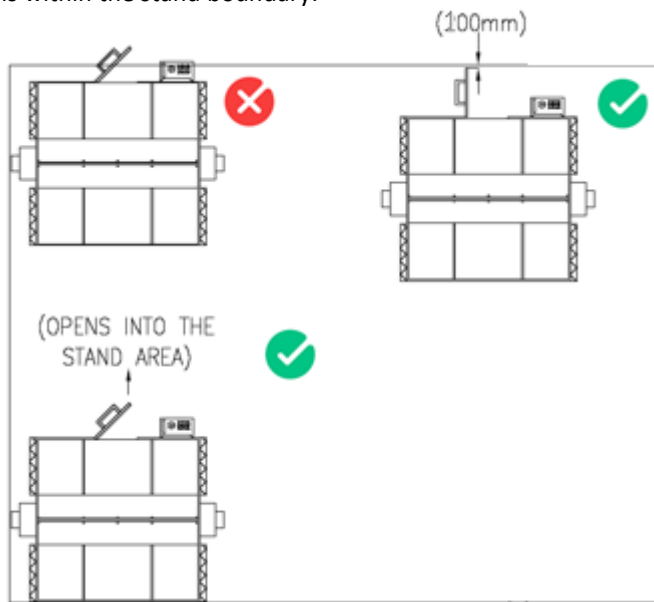
- a) **HEIGHT LIMITATIONS FOR EXHIBITS** - The 4m height limit mentioned within these rules and regulations does not apply to machines on display, however, no graphics or advertising are allowed on the machine above the standard height of 4m unless they are an integral part of the exhibit.
- b) **REPLICA EXHIBITS** - replica exhibits and models will be classified as stand fitting and must comply with ALL stand fitting regulations which includes the height from the floor.
- c) **Operating Panels/Access Panels on Open Aisles** - Operating face(s) on machinery exhibits must be positioned to allow the operator to work and carry out demonstrations within the perimeter of the stand and not in the aisle.
 - i) Static operating panels facing the aisle must be set back 500mm:



- ii) Pivoting operating panels must not open into the aisles and must allow the operator to work within the stand boundary. Where the panel is operated at an angle to the machine a setback of 100mm for the stand edge is required:



- d) Access panels to machinery exhibits should be positioned to ensure that when the door is fully open it remains within the stand boundary:



- e) **OPERATING PLATFORMS** - Operating platforms around individual exhibits or parts thereof may be permitted but must be suitably enclosed to conform to Health and Safety regulations. Also, a sign must indicate that 'Machine Operators Only' clearly displayed.

A further check may be required when construction is complete, to ensure the operating platform conforms to health and safety regulations. Any amendments that are requested to be made must be actioned to ensure that your stand can remain open during the open days.

Viewing platforms **are not** permitted

- f) **C E MARK** - Exhibitors must conform to the Machinery Directive concerning the C E Mark for exhibitions which states: 'At trade fairs, exhibitions, demonstrations, etc, Member States shall not prevent the showing of machinery which does not conform to the provisions of this Directive, provided that a visible sign clearly indicates that such machinery does not conform and that it is not for sale until it has been brought into conformity by the manufacturer or his authorised representative established in the Community. During demonstrations, adequate safety measures shall be taken to ensure the protection of persons
- g) **LASERS** - Due to the special nature of exhibits which feature lasers, any Exhibitor proposing the use of lasers must submit **full details on their stand layout plans** of any such equipment to the organisers by the date specified in the Exhibitor Manual.

All Exhibitors must comply at all times with BS EN 60825 Safety of laser products and provide suitable fire extinguishers, warning notices and guards.

All laser exhibits will be subject to an onsite inspection, by a Health & Safety officer, appointed by the MTA, to ensure compliance.

- h) **HOT WORKING** – Permits are required for hot working demonstrations, any Exhibitor proposing the use of lasers must submit **full details on their stand layout plans** of any such equipment to the organisers by the date specified in the Exhibitor Manual.

All hot work exhibits will be subject to an onsite inspection, by a Health & Safety officer, appointed by the MTA, to ensure compliance.

9) DOORS

Enclosed offices / walling / cupboards / name boards and partitions are permitted on an Exhibitor's stand site provided they are built in accordance with the build regulations for Shell and Space only builds. **Doors leading to such areas must have window panels and must not open into aisles.**

10) OBLIGATIONS

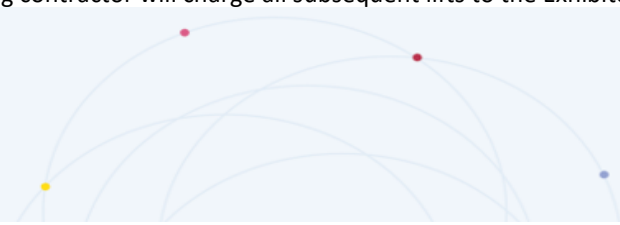
- a) **Construction standards** - All construction, building, assembly, lifting, erection, decorating, maintenance, display, dismantling and other works of any nature whatsoever to be carried out upon or beneath the Exhibitor's stand site, is subject to the following requirements:
 - i) The Exhibitor's stand build shall be carried out by competent, trained professionals.
 - ii) Electrical installation shall be carried out in accordance with the terms and conditions of the Association of Event Venues Rules and Regulations. A copy is available upon request.
 - iii) Office enclosures/walling and other such structures used on stands should only be constructed or refurbished in accordance with the provisions of the stand regulations and conform with Health & Safety and fire regulations.
- b) **EXHIBITORS STAND CONTRACTORS / DESIGNERS** - All Exhibitors are obliged to notify their stand fitting contractor of the stand design conditions and to ensure that these regulations are observed. The Exhibition Committee are entitled to have unauthorised stand constructions removed or altered at the Exhibitors' cost and risk. Stands shall be constructed solely in accordance with the plans as inspected.
- c) **SERVICE DUCTING** - Where services are ordered by exhibitors in locations where service ducts are not available, the MTA reserves the right to draw such services from ducts on neighbouring stands; every effort will be made to ensure that any logistical and aesthetic affects are kept to an absolute minimum.

11) EXHIBITS, DISPLAY PRODUCTS

- a) **NON-EXHIBITING MANUFACTURER, AGENT / DISTRIBUTOR** - A machine / service which is the product of a non-exhibiting manufacturer or authorised agent / distributor may not be displayed at the Exhibition. Exhibitors may only use machines for demonstrations, which are the products of an exhibiting company. Other products of non-exhibiting companies e.g. tooling and equipment whether included in a system or used as a demonstration vehicle must not be promoted independently and name plates and other identification marks must be removed or obscured.

12) LOGISTICS, LIFTING AND DELIVERY

- a) **CONGESTION OF AISLES** - Freedom of all main and cross aisles is essential for the build-up and dismantling of the Exhibition and it is the Exhibitors' and their contractor's sole responsibility to ensure that aisles are not blocked, at any time, with exhibits / stand construction or materials. The MTA reserve the right to remove any obstruction which contravenes this Regulation and to charge the person responsible for the cost of so doing without prejudice to any claim for damages.
- b) **USE OF FORKLIFT, CRANES OR MACHINERY THAT REQUIRES A LICENCE FOR USE** - The Exhibition Committee will appoint an official lifting contractor to assist Exhibitors. No exhibitor may employ any other lifting contractor on the Exhibition Centre nor may any exhibitor carry out its own lifting using a forklift, crane or any other machinery that requires a licence for use.
- c) **SPACE ONLY EXHIBITORS** - The cost of the first lift of each exhibit both during the construction of the Exhibitors' stand and during the dismantling thereof is included in the basic stand rental for space only Exhibitors. The official lifting contractor will charge all subsequent lifts to the Exhibitor.



- d) **SHELL SCHEME EXHIBITORS** - Lifting of exhibits, forklift truck use etc. is not included within your stand space rate.
- e) **REPRESENTATIVE PRESENT AT LIFTING** - Exhibitors must arrange for a duly authorised representative to be present at each such lifting to sign an acknowledgement of the provision of such services. Nothing in this Regulation and no failure by the lifting contractor to provide any lifts requested by the Exhibitor shall in any way release that Exhibitor from its obligations under these Regulations.
- f) **SCHEDULE** - The official lifting contractor will issue all Exhibitors with scheduled delivery and collection dates for both inward and outward movements. **Lifting slots allocated are not negotiable.**
- g) **VEHICLE ACCESS** - No vehicle shall at any time be permitted to enter any buildings on the Exhibition Centre without the authority of the Traffic Manager and all vehicles upon the National Exhibition Centre shall at all times comply with the directions of the Traffic Manager and NEC Regulations. No vehicle will be admitted to the buildings on the National Exhibition Centre at any time when the Exhibition is open to the public.
- h) **DELIVERY / COLLECTION OF PACKAGES / CASES / EXHIBITS** - All packages and cases sent to the Exhibition Centre must bear the name of the Exhibitor and its stand number and must be addressed "c/o MACH, The NEC, Birmingham, B40 1PJ". No responsibility is taken for loss or damage to packages.
 - i) It is the Exhibitor's responsibility to ensure that, prior to entering the halls, all machine tools / exhibits and stand construction material must be delivered unpacked and free of pallets. The removal and cost of removal of unwanted packing cases and pallets will be the sole responsibility of the Exhibitor.
- i) No exhibits, materials, goods, stand fittings or the property of any Exhibitor of any nature whatsoever may be delivered or removed from the Exhibitor's stand site during the open period without the prior written consent of the MTA. This consent will specify a suitable date and time for such delivery or removal through the official lifting contractor. The MTA may require an exhibit to be broken down into specified component parts in order to facilitate its entry into and removal from the Exhibition Centre.

13) DILAPIDATIONS AND WASTE DISPOSAL

- a) **WASTE DISPOSAL** - Each Exhibitor must remove all exhibits, machines, furniture, fittings and other property belonging to it from the Exhibition Centre by the time stated in the Exhibitor Manual.

In the event of any failure by the Exhibitor to comply with the provisions of this regulation, the Exhibition Organiser may remove, transport and store the property concerned in such a manner as it may see fit, the cost of such removal and storage being charged to the Exhibitor.

Duty of care under the Environmental Protection Act 1990, requires exhibitors to dispose of their own waste, via an authorised third party, and not abandon the waste onsite or dispose of it in onsite skips without seeking the appropriate approval.

- b) **DILAPIDATIONS** - Exhibitors and their contractors must leave their sites in the same condition in which they found them. The use of nails, screws or bolts as fittings to the hall floors or walls is strictly forbidden, unless provided in conjunction with the venue itself. The Exhibition Organiser will assess dilapidations caused by an Exhibitor's installations and the cost of reinstatement charged to the Exhibitor (with a minimum charge of £500), this includes the removal of carpet tape.

With the respect to all waste disposal and dilapidation issues it is advisable to get approval from the floor manager before leaving site. Any subsequent stand waste or dilapidation issues found that can be attributed to your stand will be billed accordingly (with a minimum charge of £500) and will be subject to penalty charges as deemed appropriate by the Organiser.

14) PENALTY CHARGES

a) HEALTH & SAFETY

Where an Exhibitor is found to have breached any of the health and safety terms laid out in Clause 5 of the MACH 2024 Terms & Conditions the MTA may at their absolute discretion apply a penalty fee of up to £20,000.00 with a minimum charge of £5,000.00.

They may also pass on any charges incurred by the Organiser in investigating or remedying the breach.

15) STAND PLAN INSPECTION PROCESS

- a) **SPACE ONLY LAYOUT PLANS** - Space only exhibitors should preferably submit plans by using the online form. Plans will be accepted by email where necessary. If exhibitors choose to post plans please submit in **duplicate, (Triplicate if working lasers are to be exhibited)** plans to the appointed stand inspection contractor (contact details will be featured in the Exhibitor Manual) for the stand site allotted as soon as possible, but certainly no later than the date stated in the Exhibitor Manual together with details of their stand contractor

Layout plans **must incorporate** details of all furniture, exhibits, constructions, platforms, partitions, graphics and other materials to be placed on the stand site and of their positions and dimensions and must set out in detail all works, construction, excavation and building to be carried out on or under or beside that stand site. The plans must also indicate the position of the highest item of stand fitting and state the actual height of that item.

- b) **SHELL SCHEME LAYOUT PLANS** - Shell scheme exhibitors need to submit a stand layout plan only if they are planning custom stand construction additional to the shell scheme or to use audio visual and/or presentation equipment that will incorporate sound. **However, if working laser exhibits are proposed, the stand plans must be submitted in triplicate, see Reg. 4.f**
- c) **SCALE OF LAYOUT PLANS** - Each layout plan must contain such information and details as may be necessary to indicate that the proposed layout of the Exhibitor's stand site complies with the provisions of these Regulations and with NEC Regulations and shall be drawn to a scale of 1:25 for stands up to 100 square metres and 1:50 for stands over 100 square metres in area.
- d) **SELECTION OF STAND CONTRACTORS (DESIGNERS – SPACE ONLY)** - Space only exhibitors may use a contractor of their choice for the construction and erection of stands on space only sites and interior decoration of shell scheme stands. It is strongly recommended that they are a member of ESSA (Event Supplier and Services Association)
- e) **OFFICIALLY APPOINTED CONTRACTORS (SERVICES)** - No Exhibitor may employ any contractor other than those officially appointed by the Exhibition Committee for nominated services within the appropriate exhibition halls. These are detailed in the Exhibitor Manual.
- f) **ILLUMINATION/SOUND/AUDIO EQUIPMENT/LIVE ENTERTAINMENT** - Details of any proposed use of audio visual, microphones, live entertainment, sound, illuminated, laser or neon display lighting or signs must be included in the layout plan. Flashing or fast-moving displays and strobe lighting or signs, balloons or water jets are not permitted. 'Machine in operation' warning lights are permitted.

16) EXHIBITION COMMITTEE RULING

- a) **In the event of queries or disputes arising from these regulations the MTA or their authorised representatives will rule and communicate their decision to the Exhibitor. If the Exhibitor disagrees with the decision they have the right of appeal to the Exhibition Committee whose decision is final.**

