

STAND BUILDING & SHELL SCHEMES

CARPET

All stands and shell schemes will be fitted with black cord carpet as standard, with mid grey cord carpet in the aisles.

Should you wish to change the colour of your stand/shell scheme carpet, please refer to 'Colour Change' in this section.

COLOUR CHANGE

To change the colour of the shell scheme or carpet on your stand, please contact;

Avondale Exhibitions Ltd
Contact: Lucas Hughes
Tel: +44 (0)1633 484020
Fax: +44 (0)1633 484020
Mobile: +44 (0)7810 716512

The deadline for colour change requests is **Friday 16 March 2012**.

FIXTURES AND FITTINGS

Exhibitors shall not affix to the premises or any part thereof any fixtures or fittings likely to cause injury to anyone or defacement or damage to the premises.

INSTALLATION AND DECORATION OF STANDS

Any stand with a floor over 600mm high or ultimately over 4m high may be subject to local planning authority approval. Contact the FPS in the first instance.

Exhibitors must complete all necessary stand fitting works, ensure the stand is properly dressed, maintained and all exhibits are in position by **0800hrs on Wednesday 18 April 2012**.

All stands must be constructed and fitted at the expense of the Exhibitor. Exhibitors are required to give notice to the FPS, on the form provided, of the contractors and sub-contractors whom they propose to employ and companies so employed shall be at the sole risk to the Exhibitor, no later than **Friday 16 March 2012**; the Sub-contractors Notification Form can be found in the Forms section. Deadlines are detailed on the form.

Under the Health & Safety at Work Act 1974 it is strictly forbidden for Exhibitors, contractors and sub-contractors to bring children under 16 years of age or animals into the exhibition premises during build-up, open days or breakdown periods.

MINIMUM STAND FITTINGS

The minimum stand-fitting requirement acceptable to the FPS is: -

Both sides of all exterior walls or shell schemes will be finished to an acceptable standard of décor. (The Exhibitor or their contractors or sub-contractors shall comply promptly with any request by the FPS organiser to affect such décor).

Every Exhibitor must use a shell scheme or purpose built stand. Exhibitors must not use the adjoining stand wall.

Timber used in stand construction and displays – All timber under 1" thick must be impregnated (pressure process) to CLASS 1 standard. Boards, plywood, chipboard etc, must be treated in the same way if they are under ¾" thick – timber over 1" thick need not be treated. Treated boards will have BS476 CLASS marked on them.

Plastics must conform to CLASS 1 fire regulations – ICI Darvic, Lexan and Macralon are acceptable. PERSPEX MUST NOT BE USED.

NOTICES ON EXHIBITION STANDS

The Exhibitor must display their stand number.

No signs, stand numbers, company names or advertising material whatsoever shall be affixed to the Exhibition building without reference to the FPS or their appointed agent.

SHELL SCHEMES

Any stand not displaying a commercial vehicle or having a purpose built stand must use a shell scheme system to form walls on any side that forms a boundary with another stand.

Shell schemes are covered in red Velcro friendly fabric with a black fascia board. A white sign with black lettering will be fixed to your stand before the show opens with your company name and stand number.

Also see 'MINIMUM STAND FITTINGS'