

The below Shell Scheme Rules & Regulations are correct at the date of publication (May 2024). This document will be updated in line with government guidelines and Venue regulations as these are updated prior to the show.

Please note the following stand regulations relating to Shell Scheme exhibitors:

Exhibits or decor must **not be greater in height than the Shell itself (2.5 m)** this includes all office or reception areas or screens. For full details please go to the shell scheme section within the online Exhibitor Manual.

Shell scheme shall be constructed by the contractor appointed by the Organisers (GES).

Standard grey carpet supplied to all shell scheme stands cannot be altered.

The Contract does not include provision by the Organisers of any of the following services: special connections for water, waste, gas or other utilities, interior fitments and displays, additional sign-writing, insurance of Exhibits, labour for off-loading, floral decorations, furniture, telephones, electrical connections and installations, or any other special requirement of the Exhibitor.

Please remember if you are **attaching your own graphics** within the stand you must order hanging wires, panel brackets or use Velcro sellotape. You may attach graphics to the walls providing they can be removed afterwards. You are not permitted to use the following: nails, tacks, screws, drawing pins and staples.

You are not able to paint any panels or framework

You are not permitted to put up your own corporate name board and / or any surrounding graphics and/or clothing on the fascia.

You are not permitted to hang anything from the ceiling beams and / or framework.

Flags and/or any other temporary structures are not permitted above the height of the shell scheme (2.5m) or protruding into the gangway. The Organisers reserve the right to inspect stands onsite once complete and request alteration to remain in keeping with this regulation.

No Shell Stand should be altered by the Exhibitor. Removal of fascia/nameboards is not permitted

If exhibitors wish to build inside the interior of the shell scheme, you may employ your own contractor to undertake these works but please note the following requirements:-

1. It's important you inform us, the Organiser, in writing, at least one month before the opening of the Event of any contractor they may be using for standfitting work on the stand and complete a Method Statement for the work being done on the stand.
2. The following information must be provided to ESS (plans@eventsupportsolutions.com) for all significant construction within a shell scheme stand e.g. storerooms, interior walls etc.:
 - Construction drawings
 - Risk assessment
 - Method statement
 - A CDM phase plan must be held onsite
3. All build and interior fits must fit within the dimensions of the shell scheme noting the regulations above regarding height restrictions and fixing.
4. All materials used for build must meet with eGuide material regulations.
5. Access for interior fits is permitted from Thursday 14th November.

For **trade/retail split stands** you are required to confirm how you are dividing these sections of your stand and submit this plan with your paperwork via the Exhibitor Manual.