

The National Exhibition Centre

International Convention Centre

NEC and NIA Arena

Rules and Regulations

General Conditions

To be observed and performed by all Licensees, promoters, stand holders, exhibitors and other sub-licensees and their contractors, sub-contractors, agents and servants

By order of the Board of Directors
The National Exhibition Centre Limited
Birmingham, West Midlands, B40 1NT

Date: September 2008

These Rules and Regulations are subject to revision or addition at any time and details of any revisions or additions can be obtained from the Company

Contents

Paragraph

Page

Part 1 – General

1.1 Scope of the Rules and Regulations	3
1.2 The New Blue Book.....	4

Part 2 - General Conditions

2.1 Floor Loadings	4
2.2 Traffic.....	5
2.3 Vehicle Entry Doors	6
2.5 Smoke Free Policy.....	7
2.6 Cleaning.....	7
2.7 Supply of Electricity, Gas and Compressed Air.....	10
2.8 Food, Drink and Tobacco.....	10
2.9 Use of the Centre.....	7
2.10 Betting and Gambling	10
2.11 Dilapidations and Damage.....	10
2.12 Lost Property	11
2.13 Exhibitors Property and Security	11
2.14 Advertising	11

Part 3 - Fire Safety

3.1 Regulatory Reform (Fire Safety) Order 2006.....	12
3.2 Capacity Levels	13
3.3 Action in Case of Fire and Personal Injury at NEC.....	11
3.4 Action in Case of Fire and Personal Injury at ICC	16
3.5 Fire Fighting Equipment	17

Part 4 - Stand Construction - Contained in The New Blue Book

Part 5 - Electrical Stand Installations and Mains Supplies - Published Separately

Part 6 - Pipework Stand Installations and Mains Supplies - Published Separately

Part 7 - Regulated Entertainment

7.1 Premises Licenses	18
7.2 Security and Stewarding	18
7.3 Production Requirements	18
7.4 Lighting	19
7.5 Communications	19
7.6 Guests	19
7.7 Filming, Televising and Recording	19

Part 8 - Health & Safety - incorporated into Fire Safety and The New Blue Book

Part 9 - Temporary Demountable Seating - contained in The New Blue Book

Part 1 – General

1.1 Scope of the Rules and Regulations

- a. These Rules and Regulations made by the Company shall be observed and performed by all Licensees, Promoters, Stand holders, Exhibitors and other sub-licensees, and their contractors, sub-contractors, agents and servants.
- b. These Rules and Regulations are in addition to:
 1. All statutory regulations and requirements of the Authorities
 2. The terms and conditions of the material damage and public liability insurance policies effected by The National Exhibition Centre Limited
 3. The Standard Contractual Terms embodied in the Hire Agreement
 4. The National Exhibition Centre Self-Regulating Process Handbook
- c. The following are the more important of the statutory regulations having application within the Centre:
 1. The Health and Safety at Work etc. Act 1974 and safety regulations made thereunder
 2. The Management of Health and Safety at Work Regulations, 1999
 3. The Borough of Solihull (National Exhibition Centre) Regulations 1978 (hereinafter called "Solihull Regulations"). The Borough Council is given powers in accordance with Part II of the National Exhibition Centre and Birmingham Municipal Bank Act 1976 to make regulations covering, inter alia, the layout of exhibitions, materials to be used, structural stability, means of escape, installation of services and other matters concerning the safety of the public
 4. The NEC has produced "The New Blue Book (National Exhibition Centre Self-Regulating Process Handbook)" containing guidance documents (Approved Documents) for the purpose of providing practical guidance in complying with the requirements of Solihull Regulations. The New Blue Book is available to download from the NEC Group website

<http://www.necgroup.co.uk/organiser/RulesAndRegulations.asp>

1.2 The New Blue Book

The National Exhibition Centre Self-Regulating Process Handbook contains guidance documents covering a number of areas connected with activities at NEC Group Venues including:

Section 1 – Regulations and Guidelines

Section 2 – NEC Guidance Notes

Section 3 - National Exhibition Centre Self-Regulating Process

Section 4 – Competent Person Experience Training and Qualifications

Section 5 – Certificates, Checklists & Application Forms

Part 2 - General Conditions

2.1 Floor Loadings

NEC

The NEC Hall floors, including duct covers and the floor above the tunnels or other subways, can withstand a loading of 20 tonnes per square metre (2 tonnes per square foot) with the following exceptions:

a. Halls 1-5

At the east and west ends of Halls 1-5, within the area between the catering service pods and a line 3 metres in front of them, the maximum permitted loading is 2.5 tonnes per square metre (5 cwt per square foot) and an axle loading of 10 tonnes.

b. Halls 2 and 4

In addition to a. above, in Halls 2 and 4, within the area between the sliding fire and smoke doors (which give access to Halls 1 and 5 respectively) and a line 15 metres to the north, the maximum permitted loading is 2 tonnes per square metre (4 cwt per square foot) and an axle loading of 8 tonnes.

c. Pavilion 2

Within 3 metres of the east, south and west walls of this Hall, the maximum permitted loading is 2.5 tonnes per square metre (5 cwt per square foot) and an axle loading of 10 tonnes.

ICC

The ICC Hall floors, including duct covers and the floor above the tunnels or other subways, can withstand a loading of 5 Kn m² (approximately 100 pounds per square foot) with the following exceptions:

a. Hall 1 Stage

The maximum permitted loading is 7.5 Kn m² (approx 150 pounds per square foot).

b. Hall 3 Floor

The maximum permitted loading is 10 KN m² (approx 200 pounds per square foot).

c. Hall 3 Gallery

The maximum permitted loading is 6 KN m² (approx 120 pounds per square foot).

2.2 Traffic

a. Control

All vehicles entering the road systems or the Service Bays of the Centre must conform to speed limits, road signs and instructions given by the Company's Stewards or Law Enforcement Officers. All private cars must be parked in designated areas except when unloading and loading.

b. Unloading and Loading

NEC

Failure to display a valid pass or adhere to the NEC site traffic rules will result in vehicles being removed by NEC Traffic Department. Instructions given by event Management and/or the NEC Traffic & Security department must be adhered to at all times.

ICC

Unloading and loading may be carried out in designated areas clear of the public highway. The Company cannot authorise vehicles to wait or unload in contravention of local road traffic regulations. All loading/unloading passes are issued by the Event Manager and must be clearly displayed in the vehicle windscreen. Drivers of vehicles without passes should contact the Event Manager before arrival in order for loading/unloading arrangements to be made.

c. NEC Headroom

The maximum safe clearance beneath the high voltage electricity grid lines, which traverse the NEC site access roads, is 5 metres.

d. Parking and Other Facilities

5. (1) Parking facilities are made available to the Licensee at the Company's absolute discretion. Subject to payment of the charges (if any) levied by the Company for car parks, the Licensee may park vehicles on the areas that the Company designates for that purpose (the "Vehicle Parks"). The Licensee will not make any charge or receive any other financial benefit from making the Vehicle Parks available for third parties to use.
- (2) The Licensee may use lavatories any cloakrooms, restaurants, buffets, bars and kiosks in the Centre that the Company may make available (the "Facilities"). However, the Company shall be entitled to close all or any of the Facilities at any time.
- (3) The Company may at any time withdraw from the Hire Agreement the use of any part or parts of the Vehicle Parks, the Roadways or any other facilities (including the Facilities) or for which it is necessary to permit any temporary works in progress at the Centre or any permanent development to the Centre or which the Company may reasonably decide are not required for the purposes of the exhibition.

2.3 Vehicle Entry Doors

The electrically operated vehicle entry doors to the Halls shall be operated only by the Company's Law Enforcement Officers or such other persons as the Company may designate in writing.

2.4 Smoke Free Policy

In accordance with the Health Act 2006 smoking is prohibited throughout all Venues including any temporary demountable structures.

All exhibitions, events and other activities will implement a smoke free policy during all stages of build up/open period and breakdown.

Designated smoking areas are clearly identified to ensure that employees and customers know where they can smoke.

2.6 Cleaning and Waste Removal – Refer to New Blue Book Guidance Note 18

2.7 Supply of Electricity, Gas and Compressed Air

The Licensee shall not install at the Centre any supplementary plant for the generation or supply of electricity, compressed air or gas. The Company shall supply all electricity, gas and compressed air, unless unable to provide the demand required.

Mains gas is not available for licensees' use within the ICC. Any proposals for the use of bottled gas will require the prior approval of the Company.

The Company reserves the right to store supply and install any bottled gas facilities at the cost of the Licensee.

2.8 Food, Drink and Tobacco

The Company has sole rights for the sale or distribution of any article of food, drink or tobacco.

i Distribution or Gifts

No person shall distribute or give away any item of food, drink or tobacco not supplied by the Company without the express written consent of the Company. If the Company gives its consent and the circumstances are such that, in the opinion of the Company, the distribution or gift is liable to have a significant effect on the sale of food, drink or tobacco by the Company, the Company, as a condition of giving its consent, will be entitled to charge the Licensee such sums as the Company considers to be equivalent to the reduction in profits likely to be suffered by it as a result of the making of the distribution or gift.

ii Sales

No Exhibitor or Licensee may sell food, drink or tobacco to members of the public or trade exhibition visitors without the express written consent of the Company. Notice of intent to trade must be lodged with the Company at least two months prior to the start of the Licence Period. The Company may at its own discretion charge the Exhibitor or Licensee a franchise fee or commission. The Centres are licensed to

sell alcohol 24 hours per day, although in some instances the Company may require approval from the Police for late night alcohol sales.

2.9 Use of the Centre

The Centre shall not be used for any illegal or immoral purpose and the Company reserves the right to remove all materials, which in its opinion may be considered offensive or obscene.

2.10 Betting and Gambling

The Centre shall not be used for the purposes of betting or gambling unless directly associated with the exhibition or event activity. The holder of an operating license (bookmaker's license) must notify the venue at least 30 days prior to tenancy when bookmaking is proposed to take place on the premises.

2.11 Dilapidations and Damage

a. Start of Licence Period

At the commencement of the Licence Period, the Company will prepare a list in duplicate of defects within the licensed areas. The Licensee is to agree this list of defects with the Company's Dilapidations Assessor and sign one copy for retention by the Company, the other copy being signed by the Company's Dilapidations Assessor for retention by the Licensee.

b. End of Licence Period

At the end of the Licence period, the Company will prepare a list of any defects occurring within the Licensed Areas during the Licence Period. The repair of these defects will be carried out by the Company and the Licensee will be charged with any costs in excess of the Dilapidations Allowance in the Schedule of Services which forms part of the Licence Agreement.

2.12 Lost Property

All property found at the Centre and handed to the Company's Lost Property Department will be retained for eight weeks by the Company. If after eight weeks no claim in respect of that property has been made by any person the Company shall consider that title to that property has been abandoned and shall become entitled to sell that property for its own account.

2.13 Exhibitors' Property and Security

Exhibitors' stands and exhibits on stands are not accepted into the custody or control of the Company and exhibitors should make their own insurance arrangements.

- i. All exhibitors of jewellery should have a block insurance policy covering their goods wherever situated.
- ii. Any person detailed to stay on a stand throughout the night shall be deemed to be a servant of the exhibitor.

2.14 Advertising

- a. In the interior Hall of the Licensed Areas, advertisements which relate exclusively to the exhibition (or which relate to other exhibitions with which the Licensee is associated) may be placed, provided that: -
- (1) no damage is caused to the walls or any other part of the Hall including damage to their decorative condition;
 - (2) no advertisements or posters, programmes or other matter relating to the exhibition: -
 - may display content or text or copy which is undesirable, inappropriate, harmful (including harmful to the commercial interests of the Company or others), offensive, obscene or otherwise illegal;
 - may be issued unless the Company has first approved in writing a proof copy. Any such approval shall not imply that the proof in question complies with any laws or codes applicable to such adverts;
 - may not include a reference to any other activity taking place at the Centre whether at the same time as the exhibition or at any other time without the prior written consent of the Company.
- b. Promotion of the Exhibition shall be subject to the following conditions: -
- (1) no advertisements or any other publicity material may contain any mention of the National Exhibition Centre or other venue owned or managed by the Company including the NIA, the ICC or the Rep which do not comply in all respects with town and country planning legislation and regulations made under that legislation from time to time in force.
 - (2) no advertisements or other publicity material may be displayed or issued via any medium which contravenes legislation concerning trading standards (including without limitation the Consumer Protection Act 1987 and the Trade Descriptions Act 1968), whether regarding pricing or additional charges, including charges for car parking, or otherwise;
 - (3) no advertisements may be placed outside the Centre unless they comply in all respects with the Town and County Planning Legislation and all regulations made thereunder including any legislation protecting street furniture from unauthorised hanging of posters or any other publicity material; and
 - (4) when sponsors' items are sold they must be purchased and sold at a fair price in line with the Company's policies.
- c. The Licensee shall not erect any exhibitions, stands or displays in the facilities or any other part of the Centre (except, in the Hall only, free standing advertising material and literature relating exclusively to the subject matter of the Exhibition not being of a nature to which the Company shall, on reasonable grounds, be entitled to object) or fix any items to the walls or floors of the Hall or suspend them from the ceilings or any other part of the structure of the Licensed Areas or the Centre and by whatever means without in each case first obtaining the Company's prior consent in writing.

- d. the Licensee shall comply with all lawful requirements made by the Company regarding ticket sales.
- e. The Licensee shall receive 100 tickets for the Exhibition for the exclusive use of the Company free of charge.

Part 3 - Fire Safety

3.1 Regulatory Reform (Fire Safety) Order 2005

All NEC Group venues have duties and responsibilities in respect of fire safety and fire precautions under the Health and Safety at Work Act 1974 (HSWA), The Management of Health and Safety at Work Regulations 1999 (MHSWR), the Fire Precautions Act 1971 (FPA), the Workplace Fire Precautions Regulations (Amended) 1999 (WFPR) and the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

The Regulatory Reform (Fire Safety) Order 2005 (RRO) requires fire precautions to be put in place “where necessary” and to the extent that it is reasonable and practicable in the circumstances of the case.

a. Responsible Person

Responsibility for complying with the Fire Safety Order rests with the ‘responsible person’. In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g. the occupier or owner. In all other premises the person or people in control of the premises will be responsible. If there is more than one responsible person in any type of premises, all must take all reasonable steps to work with each other.

b. Competent Persons

The Organiser must appoint one or more competent persons, depending on the nature of the activities in the event and on their intended use of our premises, to carry out any of the preventative measures and protective measures required by the order. A competent person is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly.

The responsible person must carry out fire risk assessment, which must focus on the safety in case of fire of all ‘relevant persons’. It should pay particular attention to those at special risk, such as the disabled and those with special needs, and must include consideration of any dangerous substance liable to be on the premises. Fire risk assessment assists in identifying risks that can be removed or reduced and establishes the nature and extent of the general fire precautions needed to take to protect people against the fire risks that remain.

The responsible person(s) must ensure as far as is reasonably practicable that outbreaks of fire do not occur, but if and when they do occur, they are rapidly detected, effectively contained and efficiently extinguished. An involvement in fire precautions is therefore the basic responsibility of all Venue users and an essential obligation for all persons with management responsibility.

The Organiser must at all times abide by these requirements and follow the procedures laid down by the Company. If required the Venue Tier 1 Fire Risk Assessment can be obtained from the Safety, Health and Environment Department upon request.

3.2 Capacity Levels

Particular attention must be given to guidance capacity levels previously detailed in Venue fire certificates, capacity level should not be exceeded unless the appropriate evaluation of risk has been carried out and a satisfactory method of reducing risks to as low as is reasonably practicable is in place, such arrangements must be agreeable to the Venue.

For the Halls the capacity levels are as follows but may be adjusted depending on the nature of the exhibition.

Hall 1	15,600	Hall 9	9,600	Pavilion 1	9,000
Hall 2	12,000	Hall 10	6,000	Pavilion 2	1,800
Hall 3	12,000	Hall 11	4,800		
Hall 3a	7,200	Hall 12	10,800		
Hall 4	16,800	Hall 17	5,400		
Hall 5	21,600	Hall 18	3,600		
Hall 6	6,800	Hall 19	5,400		
Hall 7	4,800	Hall 20	7,200		
Hall 8	4,950				

For the following areas the capacity levels are maximum numbers only. The numbers may be reduced depending upon the exhibition. If the areas are required for seating at tables then please refer to the Event Manager for advice.

Atrium

Atrium Level (all areas)	1050
Atrium Conference Rooms (separate)	120
Atrium Conference Room (all)	400
Gallery Restaurant	400

NEC Arena

First Floor Restaurant (Arena Suite) 480

Concourse

Concourse Suite (as 1 Room) 720

Concourse Suite 1 360

Concourse Suite 2 360

Concourse Suite 19-20 70

Concourse Suite 21-23 60

3.3 Action in Case of Fire and Personal Injury at NEC

a. Fire

The procedure for an outbreak of fire at NEC is as follows:

Fire Alarm

Break the glass on the fire alarm call point. There is one adjacent to each Vehicle Entry Door inside the Halls, and others are located around the Piazza and Atrium.

Telephone

Either:

Dial 0121 780 4141 x3333 on a public or mobile telephone or ring **extension 73333** on the nearest internal telephone, located near the fire alarms by the Vehicle Entry Doors, and in the Piazza and Atrium adjacent to each Hall entrance.

or:

Dial 999 on a public telephone, and afterwards notify the Company's Security Office on **0121 780 4141 x3333**, giving the location of the fire to enable the security staff on duty at the inner area entry gates to direct the Fire Service by the most direct route.

Extinguishers

If it is safe to do so tackle the fire with the correct fire extinguisher, always ensure your way out is clear and available.

Avoid doing anything that is like to cause you or others harm.

b. Personal Injury

In case of personal injury at NEC:

Telephone

Dial 0121 780 4141 x2222 on a public or mobile telephone or ring extension 72222 on the nearest internal telephone located near the fire alarms by the Vehicle Entry Doors, and in the Piazza and Atrium adjacent to each hall entrance.

Information

Remain with the person injured until the arrival of the medical staff in order to give them any information they may require about the accident.

c. Emergency Telephone Numbers

By dialling 73333 for Fire, or 72222 for personal injury on the internal telephone system, immediate access is given to the Company's trained Fire and Medical staff, thus enabling incidents to be attended to without delay.

3.4 Action in Case of Fire and Personal Injury at ICC

a. Fire

The procedure for an outbreak of fire at ICC is as follows:

Fire Alarm

Break the glass on the fire alarm call point, situated by exits and in other circulation areas throughout the centre;

Telephone

Either:

Dial 3333 on the nearest internal telephone, these are coloured brown and are located throughout the Centre.

or:

Dial 999 on a public or mobile telephone and inform the Fire Service: "Fire at the ICC, Broad Street, Birmingham."

Immediately afterwards notify the Centre's Security Suite on **0121 200 2000 Extension 3333**. It is important to give the exact location of the fire to enable the security staff to come to your assistance and advise the Fire Service of the most direct route.

Extinguishers

If it is so to do so tackle the fire with the correct fire extinguisher, always ensure your way out is clear and available.

Avoid doing anything that is like to cause you or others harm.

b. Personal Injury

In case of personal injury at ICC

Telephone

Either:

Dial 2222 on the nearest internal telephone, these are coloured brown and are located throughout the Centre.

or:

On a mobile or public telephone call the Company's Security Office on **0121 200 2000 extension 2222**, giving the location of the incident.

Information

Remain with the person injured until the arrival of the medical staff in order to give them any information they may require about the accident.

c. Emergency Telephone Numbers

By dialling **3333** for Fire, or **2222** for personal injury on the internal telephone system, immediate access is given to the Company's trained Fire and Medical staff, thus enabling incidents to be attended to without delay.

3.5 Fire Fighting Equipment

a. Fire Extinguishers

The Company will provide adequate fire extinguishers for exhibitions and events in such places deemed necessary, any extra extinguishers will be highlighted by the Organisers risk assessment to define the requirement for extra extinguishers.

Type

Exhibitors having material or equipment on their stands which is likely to be a source of danger where water type extinguishers are used, shall submit details of such materials or equipment to the Safety, Health and Environment Department, in order that they might give advice as to the most suitable type of extinguisher.

Costs

Any extra costs incurred by the Company in providing additional or special types of extinguishers will be charged to the exhibitor/licensee.

Loss or Damage

The Licensee will indemnify the Company against loss of or damage to extinguishers during the Licence Period.

Part 4 – Stand Construction - Contained in “The New Blue Book (NEC Self-Regulating Process Handbook)”

Part 5 - Electrical Stand Installations and Mains Supplies – Published Separately

Part 6 - Pipework Stand Installations and Mains Supplies - Published Separately

Part 7 – Regulated Entertainments

7.1 Premises Licences

Any matters relating to the Centre's Premises Licences should be referred in the first instance to the Corporate and Legal Services Department.

a. Opening of Doors

All doors to be used by those attending the regulated entertainment are required to be opened in advance of the advertised starting time as follows:-

- Birmingham International Arena and National Indoor Arena – 1½ hours in advance
- ICC – 30 minutes in advance
- Other Halls and areas at the NEC – as advised by the Company.

Therefore, all rehearsals and preparations for the entertainment must be completed by the doors opening time.

b. Time of Evening Performances

An evening performance will normally take place sometime between 1800 hours and 2300 hours. After the performance every endeavour must be made by the Licensee to ensure that the audience can be out of the Birmingham International Arena/National Indoor Arena (or such other of the Centre's Halls which are being used for regulated entertainment) and of all parts of the Centre to allow the doors to be closed by 2400 hours; with the exception that by prior arrangement certain members of the audience might be attending a reception or function after the performance continuing beyond 2400 hours.

7.2 Security and Stewarding

The Company will provide personnel to carry out ushering and audience control within the auditorium area; ticket checking and if the Company considers it necessary, body searching at the entrances to the auditorium area; and uniformed security officers who will maintain general law enforcement and provide low profile general surveillance in general circulation areas and outside the buildings. Costs may be additional to the licensee.

7.3 Production Requirements

a. Construction Work

The Company will be involved, in association with the Licensee's contractors, in the undertaking of any construction work on behalf of the Licensee. Any part of such work which involves fixing or fitting any item to the fabric of the Hall itself or to existing fixtures and fittings will be carried out by the Company at the Licensee's cost.

b. Electrical Supplies

The Company shall provide all electrical supplies required by the Licensee. The use of portable generators by the Licensee shall not be permitted.

c. Drawings

Detailed structural and other drawings of all proposed structures and installations must be submitted to the Company by the Licensee or his contractors as soon as practicable, and in any event not later than one month before the first day of the Licence Period.

d. Rigging Plot

Full details of the rigging plot (including weights and dimensions) for the stage superstructure, lighting, sound and any other equipment to be suspended from the roof of the Hall must be submitted to the Company no later than fourteen days before the first day of the Licence Period, to enable the Company to check and approve roof loadings.

e. Mixer Units

The location of any mixer units for sound and lighting control must be agreed with the Company a minimum of 31 days before the start of the Licence Period. Any subsequent alteration to the agreed location must be approved by the Company.

f. Codes of Practice

The Licensee will be responsible for ensuring that all the arrangements for which he is responsible comply with any relevant Codes of Practice. In particular, promoters of pop concerts should comply with the recommendations of the Code of Practice for Pop Concerts published by the Greater London Council, especially with regard to sound levels. If the Borough Council or any other Authority stipulates compliance with any specific Code of Practice or set of regulations as a condition of granting their approval for an event, the Company will give the Licensee full details as soon as possible.

7.4 Lighting

The cost of permanent lights in the Hall is included as part of the Other Charges. These will be used only as normal house lighting and will not form part of the performance lighting effects. A minimum level of safety lighting is required to illuminate gangways and staircases in the auditorium during performances; this lighting is provided by specific lamps for this purpose and it shall not go below the minimum level determined by the Authorities. The Company's lighting control desk and operator shall be located either off-stage right or co-located with the Licensee's mixer as deemed necessary for the particular event.

7.5 Communications

Effective communications must be maintained at all times between the Licensee's organising, technical and security staff and the Company's staff. The Licensee shall provide a headset or other reliable means of communication for cueing the Company's house lighting operator.

a. Emergencies

In the event of any emergency, the Company reserves the right to take such steps as it considers necessary in the circumstances. As far as possible this will be done after consultation with the Licensee.

7.6 Guests

Each guest attending a performance must have a valid numbered ticket from the ticket manifest. Spectators will not be permitted to stand in gangways. Passes issued by the Licensee to anybody other than technical or production staff will be valid only for admission to the backstage area.

7.7 Filming, Televising and Recording

a. Means of Escape

In order to maintain means of escape and in order to avoid possible injury to members of the audience, the following rules should be observed when public entertainments are being filmed, televised or recorded.

b. Gangways

Areas in the auditorium designated for cameras and equipment and their operation must not include any part of the gangways shown on the approved layout plans of the Hall.

c. Cameras

Cameras or equipment on booms, whether in static positions or on dollies, must have the space required around them for their operation surrounded by pedestrian control barriers which must not obstruct the gangways. No part of the camera, equipment or the boom shall be less than 4 metres above the floor when suspended above the audience or gangways.

d. Cable-Suspended Cameras

Cameras or equipment suspended from cables must be at least 4 metres above the floor and supported by at least two cables. When suspended from winch-operated cables so as to be mobile above the audience (e.g., 'Skycam') the controls must be set so as to prevent the lowest point on the camera or the supporting cradle of the equipment being less than 4 metres above the floor, except when landing in an agreed area. The approach to and departure from the agreed landing area must be vertical between floor level and 4 metres above.

e. Crowd Extras

When extras are required for audience reaction shots each person must have a valid numbered ticket from the ticket manifest, and must not stand in the gangways but occupy the seat allotted.

f. Approvals

Full details of filming, televising, recording or any other activities ancillary to the main event during public performances are to be submitted to the Company for approval by the Company.