

# The New Blue Book

## National Exhibition Centre

# Self-Regulating Process Handbook

### Section 3

## National Exhibition Centre Self-Regulating Process

1. Exhibition Layout Certificate Rules
2. Complex Stand Structures
3. Items of Special Risk
4. Rigging

# NEC Safe Exhibition Process

## Section 3 - National Exhibition Centre Self-Regulating Process

### 1. Exhibition Layout Certificate Rules

#### 1.1 Design Stage

- a. The Show Organising Manager is responsible for checking the show layout for compliance with regulatory requirements at design stage, prior to submission to the Venue. The proposed plan and accompanying layout certificate is required be submitted to the Event Manager no less than 3 months prior to tenancy.
- b. The Event Manager will confirm acceptance of the proposed plan(s) subject to, and after checking the following aspects:
  - i. Compliance with recommended gangway arrangements.
  - ii. Compliance with mandatory gangway widths.
  - iii. Location of pillars, void areas etc.
  - iv. The anticipated attendance does not present significant risk of overcrowding.
  - v. Documentation of non-compliance and integrity of any risk assessment.
- c. All areas of non-compliance must be highlighted on an accompanying Exhibition Layout Certificate together with a risk assessment detailing proposed control measures. The Event Manager will confirm either acceptance or rejection of the proposed arrangements to the Show Organising Manager.

#### 1.2 Final Stage

- a. The Show Organising Manager is required to monitor any changes to the agreed exhibition layout in consultation with the Event Manager up until the time the show is due to open. Any necessary modifications must not contravene regulatory requirements.
- b. At least one hour prior to the scheduled exhibition opening time the Event Manager will confirm to the Show Organising Manager that the show can open to visitors.
- c. Alternatively the Event Manager will detail any corrective action(s) necessary prior to the show being opened to visitors.

***Corrective actions may include:***

- i. Isolation of area(s) or structure(s) until such a time as the area has been agreed as fit for purpose.
- ii. Clearing gangway areas of rubbish or trip hazards.
- iii. Removal of vehicles or plant from the hall or immediately outside the emergency exit doors.
- iv. Supply of final (as built) certification for complex stand structure(s).

***The Event Manager is authorised to instruct NEC Security with regard to visitors being allowed into the halls.***

### 2. Complex Stand Structures

#### 2.1 Prior to Tenancy

- a. The Show Organising Manager is required to submit a list of all exhibitors proposing to have a Complex Stand Structure to the NEC Event Manager no less than 2 months prior to tenancy unless otherwise agreed in writing.
  - b. Complex Stand Structures requiring a Certificate of Integrity (design stage) prior to tenancy:
    - i. A multi-storey stand including raised platforms over 600mm high.
    - ii. A stand where provision is made for a closely seated audience.
    - iii. Standfitting exceeding 4 metres in height\*
    - iv. A stand with a travel distance to a gangway greater than 12m without a choice of direction.
    - v. A stand requiring foundations.
    - vi. Raised or tiered seating.
    - vii. Any element suspended from the permanent roof of the hall (i.e. rigging).
    - viii. A temporary demountable structure including, temporary grandstands and seating, demountable framed structures, stages and barriers, ancillary special structures, tents and marquees.
- \* Not including standfitting 4.0m in height erected on a platform conforming to NEC Standfitting Regulations.***
- c. The Event Manager will confirm acceptance of the proposed stand(s) subject to, and after checking the following aspects:
    - i. General arrangement plans/travel distance.
    - ii. Structural Calculations - Live/point/distributed loads and baseplate sizes.
    - iii. Stairways/means of escape
    - iv. Seating/theatre arrangements

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### 2.2 Prior to Show Opening

- a. The Show Organising Manager must submit a further Certificate of Integrity to the NEC Event Manager for each stand proposing to have a complex stand structure (construction stage).

### 2.3 Certificate of Integrity

- a. All structural and non-structural constructional elements of stand fitting to be checked by a Structural Engineer registered with the NEC.
  - i. Steelwork base plate sizes.
  - ii. Loadings.
  - iii. Foundations.
  - iv. Integrity of suspended elements.
- b. All non-structural elements of stands to be checked by a competent person registered with the NEC.
  - i. Travel Distance & Means of Escape.
  - ii. Staircase Dimensions.
  - iii. Materials (fire rating compliance).
- c. Information required to be submitted with a certificate of integrity:
  - i. A plan showing the location of the stand in the exhibition
  - ii. A plan of every floor of the stand, a section through each storey of the stand and elevations showing:
    - The form and dimension of every structural member.
    - The materials used in the construction.
    - The form and dimensions of every staircase.
    - The width and position of every gangway within the stand.
    - The width and position of any emergency exit escape routes within the stand.
    - The provision made in the structure for protection against fire and spread of flame.
    - Structural calculations for any structural part of the stand exceeding 4 metres in height.
- d. If a stand does not have any structural element requiring certification by a structural engineer the competent person must confirm that this aspect has been checked by themselves and comment accordingly in the section for the structural element.
- e. The Competent Person signing the Certificate of Integrity must consult with the NEC Event Manager in connection with the nature and usage of the complex stand structure and with regard to detailed layout and escape arrangements.
- f. Both the Engineer and the Competent Person are required to indicate any variations to the requirements of the regulations in the appropriate comments section. Any request for acceptance of non-compliance is required to be properly addressed by means of a written risk assessment submitted at the same time as the certificate of integrity.
- g. In order for a proposed complex stand structure to proceed, the NEC Event Manager must review the certificate(s), plans and supporting information prior to taking instruction from the NEC Event Director with regard to any deviation from regulatory requirements.
- h. The NEC Event Manager confirms either acceptance or rejection of the arrangements to the Show Organising Manager.

## 3. Items of Special Risk

### 3.1 Prior to Tenancy

The Show Organiser must provide written confirmation of compliance and suitable risk assessment to the NEC Event Manager for all items of special risk prior to tenancy. **Generally as detailed on NEC Guidance Notes:**

***Where numerous stands containing items of special risk, a single form can be completed for the entire Show.***

The NEC Event Manager will confirm acceptance of the proposed arrangements to the Show Organising Manager (or their Nominated Representative).

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## 5. Rigging

### 5.1 Banners

In order for your request to proceed, please supply the following

- A drawing clearly showing the location of the banners on a hall / stand plan indicating orientation to either the main entrance of the show and/or adjacent stands.

All banners should be supplied with

- 150mm hemmed pocket which has been stitched / welded securely at the joint seam to allow for insertion of barrel in order to allow for rigging points to be attached to this.
- Wall banners should be supplied with punched re-enforced ring eyelets at the top of the banners: The distance between the eyelets should not exceed 750mm
- Banners will be rigged at 6m to the underside of the banner

Please ensure that each banner is clearly labelled with; client name, show name, hall No and stand name / number. NEC rigging stores will not accept any banners delivered to us without these details. Please deliver to Rigging Stores c/o Technical Operations, Block D, NEC Group, Birmingham, and B40 1NT.

At the end of the show all banners must be collected within 5 working days, banners not collected after this date will be disposed of at our discretion.

### 5.2 Rigging of Truss

**NEC Rigging will sign only off all primary and/or secondary installations that are undertaken by the department.**

It is your responsibility to ensure that an appropriate competent person provides sign off for any Rigging installations of Truss and Chain Hoists undertaken by you or on your behalf. In addition to this a Responsible person shall sign off the installation + attachments of all A.V Equipment, Lighting (including cables) and other types of suspended structures which are attached to the Truss.

Certificates of Integrity for Rigging will only be accepted from appropriately registered competent persons.

NEC Rigging can act as the competent person on your behalf and sign off (after inspection) any rigging installations that you have carried to ensure they have been rigged in accordance with the NEC Safe Exhibition, Event and Conference Process and NAA Guidelines.

Please contact Tel 0121 767 3249 to discuss your requirements. (Each sign off will be assessed on its own merits on application and is subject to terms and conditions of acceptance of the NEC Rigging Department)

NEC rigging power will only be supplied at ground level, all lighting and power cabling must be supplied by you, unless otherwise agreed / specified.

As a rule of thumb all lighting rigs will be suspended at 8 metres (unless otherwise specified by the show organiser).

Rigs are generally used for lighting; if this is not the case please indicate for what purposes the rig is going to be used for. Any exceptions to this are entirely by prior agreement and arrangements directly between yourselves and the show organisers. **(We will require proof of authorisation)**

Our standard terms and conditions apply in accordance with the **NEC Safe Exhibition Process & National Arenas Rigging Code of Practice.**

The following information is required in support for a request for rigging

- A **CAD** drawing that needs to clearly show all dimensions of your rig / stand
- Truss requirements (inclusive of weight loadings for lights)
- The orientation to either the main entrance of the show and x2 adjacent stands to your stand.
- Valid Motor Certificates to comply with LOLER and PUWER regulations (if providing your own motors)
- Organiser Approval (stating agreement to allow your rig)

Please send this information to Rigging Office c/o Technical Operations, Block D, NEC Group, Birmingham, and B40 1NT

#### **Competent Person**

A competent person shall sign off all aspects of the rigging undertaken by them. NEC Rigging will only sign off installations (or part installations) as undertaken by them

#### **Responsible Person**

A responsible person shall undertake full responsibility of lighting and sound attachments to the rig inclusive of cable management.