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Introduction and Definitions

Introduction

The Earls Court and Olympia Rules and Regulations form part of the licence agreement with the Earls Court & Olympia Group. They detail the conditions which must be met when operating at the venues. The Rules and Regulations should be read in conjunction with the venue organiser handbook, which gives comprehensive details of all planning aspects of an event.

The Rules and Regulations are compiled from the following sources:

- Earls Court and Olympia's public entertainment licence, which is granted annually by the Licensing Authority and stipulates how we may carry out our business. We are obliged to enforce its conditions in order to retain our licence to operate.
- The Licensing Authority Regulations.
- The law, especially health, safety and environmental law, including delegated legislation.
- British and European Standards and Industry best practice.

Please take time to read and understand the Rules and Regulations. They are not designed to make your job more onerous, simply to ensure the safety of the venues and all persons using them.

If you have any questions about how to comply with the Rules and Regulations, please speak to your event manager, or to the customer services director in the relevant venue.

HELP US TO HELP YOU. WE WANT YOUR EVENT TO BE A GREAT SUCCESS.

Definitions

The following definitions apply within the Rules and Regulations:

AEO - Association of Exhibition Organisers.

Approval, Consent, Approved, Accepted, Permitted - written approval from EC&O.

BECA - British Exhibition Contractors' Association.

Customer Services Department - EC&O department responsible for the management of events.

EC&O - Earls Court & Olympia Group.

EC&O Safe Working Practices - standard procedures for frequently repeated operations agreed between EC&O and the Licensing Authorities.

EVA - Exhibition Venues Association.

Event - any public or private exhibition, fair, show, entertainment, meeting, competition, conference, congress, concert, or other activity licensed by EC&O and held on the premises.

Event Manager - the licensee's point of contact within EC&O's customer services department.

HSE - Health and Safety Executive.

Licence/Licence Agreement - venue hire contract signed by the event organiser and EC&O.

Licence Period - licensee's period of tenancy as stipulated in the licence agreement.

Licensee - the licensee of the event. Signatory to a licence agreement with EC&O.

Licensing Authority - the Royal Borough of Kensington and Chelsea or the London Borough of Hammersmith and Fulham.

Licensing Authority Regulations - the current 'Rules of Management for Places of Public Entertainment' and technical regulations, issued by the Licensing Authority.

Premises - any part of Earls Court and Olympia.

Rules and Regulations - EC&O Rules and Regulations to be observed by licensees, exhibitors and contractors.

Stand - any structure, which is wholly or partly an exhibit or which is used to exhibit and/or sell goods or services, or is a side-show.

Structure - stage, platform, podium, temporary seating, tower, etc.

Venue - Earls Court or Olympia.

Event Licensing

Compliance

The Rules and Regulations are without prejudice to the right of EC&O, the Licensing Authority, HSE, or other competent authorities to deal with special cases as they arise. They are additional to all rules and directions of the Home Office and of any other competent authority.

The event must comply with the 'Licence For Hire of the Venue' and the 'General Conditions Of Hire' contained in the licence agreement. You will be advised and assisted by your event manager. Licensees should ensure that all their exhibitors and contractors are conversant with the Rules and Regulations.

We highly recommend that licensees follow the recommended practices in the 'Guide to managing Health and Safety at Exhibitions and Events' (The Red Book), published by the AEO, BECA and EVA and EC&O 'Safe Working Practices', for all activities undertaken in staging an event.

All rules, regulations, acts of Parliament, publications and British and European standards, quoted in this publication are current regulations, but they are not necessarily quoted in full and precise terms.

Dispensation for Modification of Rules and Regulations

The Licensing Authority regulations and/or the conditions attached to licences granted by the Licensing Authority may be dispensed with or modified by the Licensing Authority in special cases.

If any change to the regulations or conditions is sought in connection with an event, the licensee must make a written application to EC&O's customer services department at least 90 days before the event's licence period begins.

Required consent from EC&O or the Licensing Authority will be given on such terms and conditions and subject to the restrictions specified.

Special Licences/Consent and Certification

There are certain activities which may require special licences, consent or official certification from the Licensing Authority. The list below gives examples of such activities, but is by no means exhaustive.

Special Licences/Consent

- Extension of hours
- Temporary bar facilities
- Extension to liquor licensing hours
- Off-sales liquor licence
- Striptease
- Gambling, gaming, betting
- Hands-on treatments eg, manicure, reflexology, massage
- Invasive treatment eg, tattooing, piercing
- Hypnotism
- Live and recorded music
- Video performance
- Film exhibition
- Television

Certification

- Veterinary
- Crèches
- Special effects
- Gas connections and appliances
- Simulators and rides
- Complex structures
- Space only stands
- Shell scheme construction

If you are unsure whether any activity at your event requires licensing or certification, please ask the customer services department for guidance.

Any costs incurred in obtaining special licences, certification or consent shall be met by the licensee.

Some licences require a minimum of three months notice, as they are subject to a public consultation period. All others require a minimum of 35 days notice. Please see 'Deadlines' and 'A-Z Information'.

Deadlines

Licencees are required to provide EC&O's customer services department with all the details listed in the table below. Failure to meet these deadlines may result in the event licence being withheld, or individual stands being condemned and rendered unable to trade. For a more detailed planning checklist please consult the venue organiser handbook.

<p>Minimum 90 days before licence period</p> <ul style="list-style-type: none"> • Public transport details on tickets and promotional material (see A-Z Information, 'Public Transport'). • Profile of event (see A-Z Information, 'Profile of the Event'). • Initial scaled floor plan (see A-Z Information, 'Floor Plans'). • Special licence applications (see 'Event Licensing').
<p>35 Days before licence period</p> <ul style="list-style-type: none"> • Final scaled floor plan, including foyer layouts (see A-Z Information, 'Floor Plans'). • Final special licence applications or certification (see 'Event Licensing'). • Details of all complex structures (see A-Z Information, 'Complex Structures'). • Risk assessment (see A-Z Information 'Risk Assessment').
<p>Prior to visitor admittance</p> <ul style="list-style-type: none"> • All complex and non-complex stand certification, including shell scheme (see A-Z Information, 'Certification of Stands and Structures'). • All temporary structures and special effects certification (see A-Z Information, 'Certification of Stands and Structures' and 'Special Effects').

A - Z Information

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A - Z Information

A

Access Equipment

Access equipment includes scaffold towers, mobile elevating work platforms (MEWPS) and lifting tables (scissor lifts). This equipment may be operated on the premises as long as it conforms to the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER) and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

EC&O requires all operators working on access equipment to wear head protection and harnesses and be attached to the equipment by means of a lanyard. All equipment must be visibly marked with the name of the company using it. A valid operator's licence must be available for inspection on demand. Where ladders are to be used, the HSE Construction Information Sheet No. 49 'General Access Scaffolds and Ladders' applies.

See also 'Rigging' and 'Working at Height'

Accidents

The requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) must be complied with in full.

Licensees are obliged to report any accident, incident or dangerous occurrence which occurs on the premises to EC&O's customer services department and to provide EC&O with copies of any reports (including F2508) on investigations or remedial action taken by them or their contractors as a result.

Any accident or incident involving a contractor or exhibitor, which occurs within the licensed area, is to be investigated and reported, as necessary, by the licensee's representative.

EC&O's health and safety or duty manager will investigate any accident or incident involving a visitor to an event.

EC&O reserves the right to take over the investigation of any accident or incident or to preserve or impound any materials, plant, equipment or structure involved in, or contributing to an accident or incident, until investigations are completed.

Advertising

Only EC&O official sites may be used for advertising purposes. Please consult your licence and the venue organiser handbook for further information.

External advertising sites included in the licence may only be used to market the event generally and not specific exhibitors.

Airships

The use of airships within the venue is strictly regulated. Licensees and their contractors must apply to the customer services department by means of a risk assessment at least 35 days prior to the event, before permission may be granted. In carrying out the risk assessment, licensees must consider the use of gas or batteries, other obstacles within the exhibition (including drop wires, cables, stands and signage) and the possibility of items falling from the airships, etc.

See also 'Balloons' and 'Compressed Gas'

Alcohol

The consumption of alcohol on the exhibition floor during build-up and breakdown is not permitted. Alcoholic drink will not be available from

the venue's catering outlets during these times. The event profile may also preclude the provision of alcohol during event open days, eg, where large numbers of children are present.

EC&O enforces its own drugs and alcohol policy, which applies to all its staff and service partners. It is highly recommended that contractors adopt a similar practice. Copies of the EC&O policy are available from EC&O's health and safety manager.

Animals

No wild or domestic animals, except guide dogs, are allowed on the premises without the prior written consent of EC&O. Written application must be submitted to the customer services department at least 35 days prior to the event. Animals must be appropriately supervised, housed, maintained, fed and watered to the satisfaction of EC&O. Where appropriate, suitable warning notices shall be prominently displayed.

Where animals are exhibited, guidance as to animal welfare and appropriate safety measures shall be obtained from a suitably qualified veterinary officer. A copy of the officer's report shall be passed to the customer services department for submission to the Licensing Authority. Any costs incurred are the responsibility of the person seeking guidance/consent. See also EC&O's Safe Working Practice 'Animals'.

Attendance Limits

The **maximum** attendance limits for each exhibition area **at any one time** are detailed below. However, each event's exact levels are determined by risk assessment and advised to the licensee by the event manager. Licensees must ensure that they are aware of the level set for their event and have a system in place to verify this at any time. This control measure should be detailed in the event risk assessment.

The maximum attendance allowed at any one time includes all exhibitors and staff:

Earls Court One

Ground	18,000
Level 2 all	12,000
Brompton Hall (shutter down)	6,250
Level 2 seating	2,698
Level 4 seating	4,751
Conference Centre	950

Earls Court Two

North and South Halls	10,100
North Hall	4,100
South Hall	6,000

Olympia

Grand Hall (with gallery)	6,500 (8,500)
West Hall	3,330
National Hall (with gallery)	3,600 (5,000)

Olympia Two

Lower Ground Floor	1,000
Ground Floor (stairwell closed)	1,470 (1,440)
Level 1	2,500
Conference Centre and East Hall	1,500

B

Balloons

All balloons must be secured by some means. A charge will be made for retrieval of helium-filled balloons, if any escape to the roof.

See also 'Airships' and 'Compressed Gas'

Balustrades/Barriers

See 'Stand Construction'

Batteries

See 'Appendix A: Electrical Regulations', 'COSHH' and 'Vehicles'

Betting and Gambling

EC&O does not hold a gaming licence. Therefore, any activity involving participation by visitors in betting or gambling, eg, card games, roulette, etc, which results in cash exchange or financial gain, is not permitted at the venue. This regulation also applies to raffles. Involvement in such activity could result in prosecution. The definition of 'financial gain' includes any prize, whether paid in cash or in kind. There are certain exceptions to this rule where charity donations are involved and the event manager will advise on this.

Bottled Gas

See 'Compressed Gas'

C

Catering

This section should be read in conjunction with EC&O's 'Retail Catering Strategy'. A copy can be obtained from the event manager.

Retail catering provision

In order to provide a broad range of high quality catering, EC&O has entered into agreements with a number of retail catering companies.

EC&O reserves the right to introduce other retail catering partners into the venue at any time. Such partners are likely to have exclusive core product agreements. EC&O will inform licensees as soon as any such agreements are reached.

In order to protect the commercial interests of our catering partners, no other retail catering is permitted in the venue without the written permission of EC&O. In such instances a concession fee will normally apply. EC&O will not normally permit external caterers to operate on the premises.

Additional catering provision

The permanent catering facilities are designed to meet the needs of the majority of events. However, it is acknowledged that there are some events which require either:

- a particularly high level of catering which cannot be satisfied by the existing facilities; or
- a specific catering requirement beyond that offered by EC&O's caterers.

Licensees are requested to bring any such requirements to the attention of their account manager during licence negotiations. In such a situation, we shall be happy to discuss your needs and we shall endeavour to satisfy them either directly, through one of our catering partners, or via an alternative approved caterer. However, none of EC&O's caterers are required to provide facilities that are considered to be commercially non-viable.

General catering requirements must be discussed and agreed with the customer services department well in advance of the event to ensure successful delivery. These discussions will result in the creation of a mutually agreed catering plan for each event.

Sale of food and drink from exhibition stands

The sale of food or drink from exhibition stands will not be permitted unless it is clearly for off-site consumption.

Exhibitors wishing to sell alcohol for off-site consumption must obtain a temporary off-sales licence, a copy of which must be submitted to the event manager prior to the event opening.

Hospitality catering

EC&O's hospitality catering partner offers a stand catering service, as well as providing a full hospitality service in private rooms.

If exhibitors wish to provide visitors to their stand with hospitality catering of any kind, they are required to obtain the food and drink from EC&O's hospitality catering partner. Exhibitors are not permitted to bring their own food and drink on to their stands.

If, in the opinion of the catering partner, an exhibitor contravenes this rule and provides a significant level of hospitality catering from its stand, the catering partner reserves the right to charge the exhibitor a corkage or concession fee.

Under normal circumstances, EC&O will not permit any other caterers to provide corporate hospitality. However, if a bona fide catering company is exhibiting at an event, permission may be granted for them to provide their own hospitality, subject to the payment of a concession fee.

If this situation arises, please contact the customer services department, or highlight it to your account manager during licence negotiations.

Sampling

Any proposed food or drink sampling activity must be notified to the customer services department no later than 35 days prior to the start of the event licence period. Unless otherwise agreed, the standard acceptable sampling sizes are as follows:

- Unwrapped Food - bite sized portions
- Individually wrapped items
- Drink – 85ml container

This only applies where samples are free of charge; otherwise the operation will be treated as retailing activity and will be subject to the conditions outlined above.

See also 'Appendix A: Electrical Regulations', 'Appendix B: Food Safety and Hygiene', 'Compressed Gas' and 'Cooking'

Certification of Stands and Structures

The licensee must provide the following written certification to EC&O before visitors can be admitted to the event:

- a. Certificate of completion and safe construction of system shell scheme stands. This must be provided by a competent person, ie, official stand contractor, confirming that all stands have been built in a satisfactory manner and are fit for their intended purpose.
- b. Certification by a competent person, with appropriate professional indemnity cover (a copy of which shall be supplied to EC&O) who has examined all non-shell scheme system, non-complex stands, certifying them to be sound and safe for their intended purpose.
- c. Certification by a qualified structural engineer, who has examined all complex stands and structures, certifying them safe, fit for use and constructed in accordance with the designer's specifications.

The licensed area will not be deemed safe for visitors until all certificates have been received by EC&O.

See also 'Event Licensing'

Children

Children under 16 are not allowed on the premises during build-up and breakdown. Any event which has a large number of children attending as visitors, must have an enhanced security/stewarding presence, in accordance with the requirements identified in the event risk assessment.

If children are to perform at an event, licensees must comply with the Children and Young Persons Act 1963 and the Children (Performances) Regulation 1968. The event manager must be informed no later than 35 days prior to the first day of the licence period. Please see EC&O's Safe Working Practices 'Employment of Children' and 'Child Performers'.

See also 'Crèche'

Complex Structures

Definition

A complex structure is any form of construction of any height, which may require input from a structural engineer.

If a stand is not constructed from 'shell scheme', it is the responsibility of the stand designer to determine whether the construction is complex or not.

Examples of complex structures:

- Any structure, regardless of its height, which requires structural calculations and that visitors can access.
- Multi-storey stands.
- Any part of a stand or exhibit which exceeds four metres in height.
- Certain suspended items, eg, lighting rigs or signs over 400kg.
- Sound/lighting towers.
- Temporary tiered seating.
- Platforms and stages over 0.6m in height and all platforms and stages for public use.

Submission procedures

Licensees are responsible for submitting full details of all complex structures no later than 35 days before the licence period begins.

The following is required:

- a. Detailed, scaled structural drawings (including plan views, elevations, steelwork and staircase details), floor and/or roof loading, structural calculations, specifications and method statement, each showing the event name and stand number. For each complex structure please send two complete sets of the above in English.
- b. Written confirmation by an independent structural engineer, with adequate professional indemnity cover, that the design is safe for its purpose.

Please forward complete sets of information only.

Any complex structure that is modified after its initial submission to EC&O must be re-submitted by the licensee with details of all modifications and a structural engineer's confirmation that the final overall design is safe for its purpose.

On-site management

All stand construction must be monitored during build-up by the licensee's appointed structural engineer and floor management team. Stands which appear to be complex, which have not been submitted for approval, will be challenged and construction may be stopped until satisfactory information has been received.

EC&O reserves the right to monitor all construction activity and to challenge risk assessments and the methods employed.

See also 'Certification of Stands and Structures', 'Construction Materials', 'Rigging', 'Stand Construction' and 'Temporary seating'

Compressed Gas

The use of compressed gas within the venue is strictly regulated. Licensees wishing to use compressed gas shall comply with the EC&O

Safe Working Practice 'The Control and Use of Liquefied Petroleum Gas (LPG) and Other Pressurised Gases'.

Installation

Any person carrying out work involving the installation, testing, commissioning and maintenance of gas appliances, or associated fittings, must be competent under the Gas Safety (Installation and Use) Regulations 1998 (S.I. 1998, No. 2451), regardless of whether they are registered with the Council of Registered Gas Installers (CORGI).

Notification of use

In order to obtain dispensation for the use of compressed gas, the licensee must forward a full risk assessment and method statement to the customer services department no later than 35 days prior to the first day of the licence period.

Delivery and storage

- Delivery of cylinders by gas suppliers must be notified to the event manager.
- Delivery must be made to the EC&O control room.
- Cylinders to be stored will only be accepted if there is sufficient space available in the storage cage.

Removal of cylinders

- Removal of cylinders from the storage cage for use or disposal must only be carried out with permission of the EC&O fire and safety officer.
- Failure to remove cylinders at the end of the licence period will result in a removal fee, payable by the licensee.

Use of compressed gas within the venue

- Connections must be made, inspected and certified by a competent person (see above). The licensee must arrange and bear the cost of inspections. A copy of the certificate(s) must be given to the event manager prior to the use of the appliance(s).
- The number of cylinders per stand shall be restricted to that required for the operation of the appliance(s), in accordance with the risk assessment and the number agreed with EC&O.

- Cylinders shall be secured in an upright position.
- Cylinders must not be changed during event open periods.
- Cylinders must be constructed and stamped in accordance with the current edition of BS349.

Liquefied Petroleum Gas (LPG)

Dispensation to use LPG will only be given where it is essential in the demonstration of an appliance requiring LPG.

See also 'Appendix B: Food Safety and Hygiene', 'COSHH', 'Method Statements' and 'Risk Assessment'

Construction Materials

All materials used in the construction of stands, features and displays, including signs and fascias, shall be non-combustible, inherently non-flammable or durably flameproof. Advice can be obtained from the EC&O fire and safety officers.

Timber

Timber used in stand construction and displays must either be a minimum of 25mm thick, or be impregnated to Class 1 standard, in accordance with BS476-Part 7. Treated materials should have 'BS476-Part 7, Class 1' marked on them.

Boards, plywood, chipboard, etc, must be treated if under 18mm thick. The exception to this is MDF, which is acceptable for use due to its density.

Adhesives

The use of solvent-based adhesives should be avoided. Water-based products should be used wherever possible.

Plastic

Plastic must conform to the requirements of BS 476-Part 7, Class 1 fire regulation. Plastic plants, trees, etc, must also conform to this standard. Polycarbonate materials, such as Lexan and Makrolon are acceptable.

Paint

Only water-based paint may be used on site. If paint-spraying equipment is to be used, the system must be approved by EC&O. Protective measures shall be taken to ensure that no paint is spilt or sprayed on to the fabric of the building.

Glazing

All glazing used in the construction of stands must consist of safety glass a minimum of 6mm thick. It must comply with the current UK Building Regulations and relevant British Standards, including BS 6206 and 6262. Any uninterrupted, large areas of clear glazing shall be indicated so as to be readily apparent (for example by warning stripes, dots or logos). Overhead glazing shall be of wired or laminated glass, or be otherwise adequately protected from shattering.

Fabrics and decorative materials

Fabrics and other decorative materials used for stand dressing must be flame proofed or purchased already treated by use of the appropriate chemical, in accordance with BS 5438. Suitable samples of materials may be submitted to EC&O for approval. EC&O fire and safety officers will also carry out testing on site to ensure that materials comply.

Untreated wallpaper and similar thin surface finishes, not exceeding 1mm in thickness, may be accepted, provided they are fixed firmly with an approved adhesive.

Fabrics used for interior stand decoration must be fixed taut and/or in tight pleats (not loosely draped) to a solid backing, secured 75mm above floor level and not touching light fittings.

Artificial plants and flowers are combustible and give off toxic fumes. They must therefore not be used for stand dressing. Silk-type flowers are acceptable, providing they have been fireproofed in accordance with the above standard.

Drapes, curtains and hangings

Drapes, curtains, hangings, etc, shall comply with BS EN 13773.

Upholstery

Upholstered seating shall comply with BS 5852.

Night sheets

Night sheets shall be of inherently non-flammable material or of material satisfactorily treated to render it non-flammable. While stands are in use, night sheets shall be kept in positions approved by EC&O, or shall be firmly secured in a rolled-up position where obstruction is not caused.

Floor covering

If the licensee has hired a carpeted hall, the floor covering provided must not be lifted without prior written permission from EC&O. No other floor covering may be laid directly on top of the existing carpet. Floor flats or platforms must first be laid if alternative floor covering is to be used. Any costs incurred for the lifting of carpet, if approved, or the provision of client's own floor covering, must be borne by the licensee.

In other areas, druggot, matting, crumb cloths and other floor covering shall be so secured and maintained that it will not cause a hazard. Mats shall be sunk, so as to be flush with the floor of the stand. All floor covering must comply with BS 4790. Fixing of floor coverings to the hall floor may only be carried out using the industry standard tape. Other forms of fixing to the hall floor, such as cable clips, nails and bolts are strictly prohibited. The licensee will incur a charge for any tape not removed by the end of the licence period, or any damage caused to the hall floor.

See also 'Cutting and Fixing to the Premises' and 'Stand Construction'

Construction of Stands

See 'Construction Materials', 'Rigging' and 'Stand Construction'

Cooking

All demonstrations that involve cooking must be notified to the customer services department no later than 35 days before the licence period begins, in order that Licensing Authority approval can be obtained. They will be subject to all relevant food safety/hygiene regulations.

See also 'Appendix B: Food Safety and Hygiene'

COSHH

The requirements of the Control of Substances Hazardous to Health Regulations 2002 must be adhered to. The storage of any substance controlled under COSHH must be discussed and its use agreed in advance with the event manager. Any breach of COSHH regulations by licensees or their contractors must be reported immediately to the event manager or venue duty manager. Radioactive substances must not be brought on to the premises without the prior written consent of EC&O.

See also 'Compressed Gas', 'Construction Materials' and 'Special Effects'

Crèche

The 'National Standards for Under Eights Day Care and Childminding' apply to crèches at events. The company appointed to run the crèche must be registered with Ofsted. Please also see EC&O's Safe Working Practice 'Crèches'.

The licensee must provide the event manager with details of any crèche at least 35 days prior to the event. Details shall include the layout of the crèche, its proximity to toilet facilities and emergency exits, details of the names, ages, numbers and experience of staff running the crèche and any age restrictions for children. A risk assessment must be carried out and must include procedures to be followed in an emergency.

See also 'Children'

Crowd Management

Public awaiting admission, or waiting to buy tickets to an event, may only congregate in the parts of the premises, at times and in locations previously agreed with EC&O. In all cases EC&O will need to be satisfied that the licensee's measures for crowd control on and off the premises are sufficient. It is a licence condition at Earls Court that no queues form in the public streets.

See also 'Security and Stewarding'

Cutting and Fixing to the Premises

Fixing of any sort to any part of the interior or exterior of the premises, including using installed services to support any structure, is strictly prohibited. Compliance with this regulation is essential to protect the integrity of EC&O's fire, public address, communications and security installations and to prevent damage to the fabric of the building.

See also 'Construction Materials', 'Fire Safety', 'Rigging' and 'Stand Construction'

D

Deep Fat Fryers

See 'Appendix A: Electrical Regulations', 'Appendix B: Food Safety and Hygiene' and 'Catering'

E

Electrical Installation

Electrical contracting criteria

Due to the high-risk nature of electrical work, licensees may only use electrical contractors who are approved by the EC&O 'Control of Contractors Procedure'. A list of these contractors can be obtained from the event manager. Contractors who are not on the approved list must complete the approval process before they will be allowed to operate on the premises. Details of the criteria to be met can be obtained from the event manager.

EC&O reserves the right to check the competence of electrical contractors' personnel on site.

Instances of bad workmanship and violations of health and safety standards will be dealt with under EC&O's improvement/prohibition notice procedure. Such instances may lead to the disqualification of the electrical contractor and/or its operatives.

EC&O will monitor electrical installations and will not permit any connection where the installation is deemed unsatisfactory.

Electrical regulations

The 'Regulations for Stand Electrical Installations', detailed in Appendix A, govern all temporary electrical installations on the premises and must be observed by all licensees, exhibitors, franchisees and other sub-licensees and their contractors, sub-contractors, agents and staff. Please also see EC&O's Safe Working Practice 'Control of Temporary Electrical Works for Exhibitions'.

Emergency Exits

See 'Fire Exits', 'Floor Plans' and 'Gangways'

Emergency Procedures

Licensees must ensure that their staff, exhibitors and contractors are fully conversant with EC&O's emergency procedures, including action to be taken on discovery of a fire or unattended package and on hearing evacuation broadcasts and the locations of assembly points. These procedures are published in the venue organiser handbook. Translation into various languages is available from your event manager.

F

Filming

Precise details of proposed filming on the premises on press day, or any other day, must be submitted to EC&O at least seven days in advance for approval. Please ask your event manager for the relevant form.

Filming and photography must not present any hazard. Photographic equipment and cabling must not be placed in gangways or exits whilst the event is open to the public. Hand-held equipment must be used at these times.

Fire Exits

If the event floor plan necessitates the provision of temporary fire exits, eg, from walled-off areas of the hall, seminar theatres, other enclosed areas, or where the layout dictates that additional exit signs are required, illuminated exit signs must be provided at the licensee's expense. These must be pictogram only. In certain circumstances, non-illuminated signs may be acceptable, but this must be agreed by EC&O's fire and safety officer.

Curtains across fire exits must hang at least 75mm clear of the ground, be parted in the centre and not conceal any exit signs.

See also 'Floor Plans' and 'Gangways'

Fire Safety

EC&O provides appropriate numbers of patrolling fire safety personnel for each event. If an increased fire risk is presented by a specific activity at the event, or by the nature of the event itself, any additional fire safety staff required will be provided by EC&O and charged to the licensee.

The following precautions must be observed:

- Equipment provided for the purpose of fire fighting must not be abused, misused, relocated or concealed.
- The operational effectiveness of sprinkler installations must not be interfered with.
- Fire alarm call points must not be operated without due cause.
- Fire exit doors must not be obstructed and must remain available for use at all times.
- Fire hydrants must not be used as a source of water, except for fighting fires.

See also 'Attendance Limits', 'Compressed Gas', 'Construction Materials' and 'Risk Assessment'

First Aid

EC&O provides appropriate numbers of first aid personnel for each event. If, due to the nature of an event, an exceptionally high level of first aid cover is required, this will be provided by EC&O and charged to the licensee.

EC&O's control room normally provides out-of-hours first aid cover, unless the activity in the hall warrants additional cover, in accordance with the EC&O Safe Working Practice 'Late and Overnight Working'. In this case, staff will be provided by EC&O and charged to the licensee.

Floor Loading

The transportation and location of heavy exhibits/structures must be confined to the areas and conform to the weight limits indicated on the venue survey plans provided to the licensee.

External loads

Earls Court - restrictions apply on the perimeter roads, forecourt and pavements. Details are available in the venue organiser's handbook.

Olympia - weight restrictions do not normally apply to external areas at Olympia, but licensees are requested to inform Olympia's customer services department in advance of especially heavy loads.

Internal loads

The internal weight limitations given on venue survey plans and technical data must not be exceeded. The licensee is responsible for informing EC&O's customer services department, in advance, of any load which may exceed that normally permitted, so that an engineered solution may be found.

Floor Plans

Initial floor plan

It is highly recommended that licensees secure approval of their initial floor plans and proposals as a priority, after completing the EC&O licence agreement and before starting sales and awarding contracts. When the licence is signed, EC&O will supply the licensee with a copy of the survey plan of the licensed area. The floor plan of the event must clearly define the following:

- a. The location of all fire points.
- b. The location of columns and floor duct covers, as access is required to essential services provided from these locations.
- c. All venue facilities, including catering, toilets, first aid posts, cloakrooms, organiser's offices, etc.
- d. The event name, organiser, open dates, floor level and hall.

- e. Scale (minimum 1:200). Plans reduced in size and not to scale are not permissible.
- f. Clear access to all emergency exits.
- g. Stands within two metres of a gallery, raised tier, or staircase, from which lighted articles can be dropped. (See the paragraph 'Ceilings' under 'Stand Construction' for further information).
- h. Gross and net space figures. Space allocated to stands must not be greater than twice the space allocated to gangways.

The following should also be considered:

- a. Crèche facilities - located next to exits and toilets and, where possible, on the ground floor.
- b. High risk exhibits/displays.
- c. Loading to roof and floor.
- d. Height restrictions.
- e. Positioning of temporary lifts, mechanical and electrical apparatus and equipment that may require ventilation.
- f. Compliance with the Disability Discrimination Act 1995, which obliges the licensee to ensure that all facilities and services are accessible to all.

Fire exits

All fire exits must be kept unobstructed at all times. However, in exceptional circumstances, the construction of stands across certain secondary exits may be approved. Such proposals must be submitted with the initial floor plan.

Gangways

Gangways must conform to the following:

- a. All exits and exit routes, including emergency gangways, must be clearly defined.
- b. Gangways should not be 'dog-legged'. As a guide, at least 50% of all gangways should be in a straight line (wall to wall).
- c. Gangways must be a minimum of two metres wide. Depending on the event profile, wider gangways may be required. At Earls Court,

- perimeter and main gangways must be a minimum of three metres wide, in accordance with licensing authority regulations.
- d. Gangways adjacent to any stand or stage used for demonstrations or performances must be maintained clear of obstruction. Additional space for an audience, where applicable, must be planned into the floor layout, as people are not permitted to congregate in the gangways.
 - e. Gangways must be arranged so as to provide alternative means of escape.
 - f. Gangways must be of sufficient width to serve the exits they lead to, ie, the aggregate width of the gangways must be equal to the width of the exit.
 - g. No gangway leading from the centre of the hall towards the perimeter is to decrease in size, in order to prevent possible crushing in an emergency.
 - h. If a pillar is in a gangway, two metres must be kept clear on one side of the pillar.

Final floor plans

The final floor plan shall be submitted no later than 35 days prior to the licence period and, in addition to the above, must define the following:

- a. The final block layout of stands. All gangway and stand dimensions must be indicated.
- b. All feature areas, including platforms and stages, temporary structures, service areas, displays and foyer layouts.
- c. Identification of space only stands, complex structures, multi-storey stands and shell scheme stands.
- d. Seating areas, eg, seminar rooms, theatres, hospitality and catering areas, temporary kitchens, etc. Exits from these must not encroach into dedicated gangways or exit routes.
- e. Hospitality areas, including dressing rooms, temporary covered ways, sleeping and stable accommodation. Exits, gangways and any seating layouts must be defined.
- f. Any high risk areas, stands or exhibits, including naked flame, special effects and apparatus that requires guarding.
- g. Any curtains or baffles to exits, temporary barriers and turnstiles.

- h. Final gross and net square metreage.
- i. Positions of free-standing signs, including 'You Are Here' boards.
- j. Locations of temporary illuminated exit signs.

Food Safety and Hygiene

See 'Appendix B'

G

Gangways

The means of escape provided on the premises must remain unobstructed by any obstacles, including ropes, posts, signs and cable runs, at all times when the public are present. The public may, however, be directed to certain exits at the discretion of the licensee. This must be achieved by stewarding, rather than the use of rope and post, or signage which contradicts the existing emergency exit signs.

Rigid check barriers shall not be placed across any gangway, route of escape or final exit. Any requirement for the use of temporary barriers in exit ways for checking or controlling admission, must be identified by risk assessment and approved by EC&O. If approved, they must be arranged so that they will open, upon pressure being applied, in the direction of exit. Any such barriers must be opened as soon as possible after the public has been admitted.

Rope and post may be used, providing the posts are fitted with slip connections, the fittings do not project into the gangway and ropes can be arranged so as not to trail on the floor when parted.

Under no circumstances shall exhibits, stand dressings, tables and chairs, etc, be allowed to encroach into gangways.

See also 'Floor Plans'

Gas

Mains supply

The temporary supply of gas to any stand, or other location on the premises, must be ordered in advance from EC&O's official supplier. No other contractor may make connections to the venue's gas supply. Natural gas is supplied at a pressure of 22m/b.

Gas appliances

Appliances operating on gas may only be used with prior written approval of EC&O.

Gas appliances must be situated well away from the public and any combustible materials. Gas ring burners or similar open flame apparatus must be mounted on suitable non-combustible bases, eg, stone slabs or other solid, non-combustible material, not less than 25mm in thickness and no lower than 750mm above floor level.

Exhibitors must produce a current test certificate for each appliance they require to be connected to the gas supply. Should an exhibitor fail to produce a current test certificate, EC&O reserves the right not to energise the gas supply until a test certificate is produced.

Gas appliances will not be connected to the mains supply if there is any reason to suspect that they are unsafe.

See also 'Appendix B: Food Safety and Hygiene' and 'Compressed Gas'

H

Handrails

See 'Stand Construction'

Hard Hats

The requirement for the use of personal protective equipment will be identified by way of risk assessments and method statements. Sites that require the use of PPE must display conspicuous signage to this effect.

Please refer to the Personal Protective Equipment (PPE) at Work Regulations 1992 and The Guide to Managing Health and Safety at Exhibitions and Events (The Red Book).

Health, Safety and Environment Policy

All employers, including EC&O, event organisers, contractors and exhibitors have duties under the Health and Safety at Work, etc, Act 1974 to ensure that work activities are carried out with proper regard to safety.

In addition, EC&O is governed by specific Licensing Authority conditions and its own Safe Working Practices. Licensees are required to comply with all of the above and ensure that all contractors engaged by them, their agents and exhibitors in turn, comply with them.

EC&O promotes the use of the 'Guide to Managing Health and Safety at Exhibitions and Events' published by the AEO, EVA and BECA and recommends that this publication be used to aid event health and safety planning.

EC&O recognises its responsibility for the impact on the environment of its activities and those of its customers. Licensees, exhibitors, contractors and the public are actively encouraged to work with EC&O to promote best practice and reduce the environmental impact caused by events.

EC&O reserves the right to stop any activity if it is deemed to be unsafe, or does not comply with relevant legislation or best working practice. This right is exercised by use of the EC&O Improvement or Prohibition Notice.

Advice can be obtained from EC&O's health and safety manager.

Heat Generating Displays

Any heat generating exhibits, such as fires and boilers, must be guarded. Emissions produced by such exhibits shall be vented to an open area outside the stand.

Hot Work

Any work involving oxy-acetylene cutting/welding, arc welding, soldering, gas/oil blow lamps, grinders, tar boilers or LPG burners requires a hot work permit from an EC&O fire and safety officer (contactable via the control room) prior to the commencement of work. Please see EC&O's Safe Working Practice 'Hot Work and Real Flame Displays'.

I

Insurance

Please refer to your event licence agreement for details of minimum levels of insurance cover which must be provided.

L

Lasers

See 'Special Effects'

Lifting Equipment

Only official contractors appointed to an event may operate lifting equipment within the venue. The use of the equipment must comply with the 'Provision and Use of Work Equipment Regulations 1998' and the

'Lifting Operations and Lifting Equipment Regulations 1998'. Operators must produce a valid licence for inspection on demand.

Lighting

See 'Appendix A: Electrical Regulations' and 'Rigging'

Liquefied Petroleum Gas (LPG)

See 'Compressed Gas'

M

Marshalling

It is the licensee's responsibility to provide a vehicle marshalling system, to ensure the orderly movement of goods and vehicles to and from the premises during the build-up, open and breakdown periods of the event. See EC&O's Safe Working Practice 'Control of Traffic Movement'.

The licensee must supply the customer services department with a staffing schedule no later than 28 days prior to the start of the licence period for approval. Where EC&O considers cover to be insufficient, the licensee will be required to increase staffing levels.

Drivers must comply with the following:

- a. Directions/instructions given by EC&O uniformed staff.
- b. Hazard lights must be switched on at all times when moving within the halls.
- c. No vehicle is permitted to reverse without assistance from a traffic marshal.

EC&O has its own traffic marshalling service. Please contact your event manager for details.

Method Statements

Where method statements are required for activities undertaken in the construction of stands and other structures, they should include:

- a. **Named responsible person** - the named employee on site who will be responsible for the construction and dismantling of the structure.
- b. **Details of the stand or structure** - location, dimensions, floor loading. Due to the restricted floor loading in parts of the premises, please give the gross laden and unladen loads of scaffolding, structures and any heavy exhibits.
- c. **Erection** - description in words and/or by sketches of the sequence of erection proposed.
- d. **Stability** - methods of ensuring stability at all times of individual sections (including columns), as well as the partially erected structure. A detailed method of erecting the structure should be devised to ensure that activities such as lifting, initial connecting, alignment and final connection are carried out safely.
- e. **Hoisting** - equipment to be used, eg, cranes, forklifts, hoists, platforms; their capacities, weight, location and proposed loading on to the hall floor.
- f. **Access for abnormal deliveries** - details of entry point to the premises and route to final position.
- g. **Safety** - identification of the safety equipment and precautions proposed. This will include precautions to be taken during any welding, grinding or cutting operations. Protection for users of scaffolding and special platforms and those working adjacent to them.
- h. **COSHH assessment information** - any use of hazardous and/or toxic substances, whether temporary or for the final stand/display, etc, must be advised. Precautions and protection for all persons must be included.
- i. **Environment** - highlighting of any unusually noisy or dust-creating activities. Contractors providing special waste services are to be notified to EC&O's customer services department.
- j. **Services** - state where temporary services are to be brought on to the premises, eg, welding sets, compressors, major electrical

equipment, how it will be used and safety precautions taken to ensure compliance with the regulations.

See also 'Compressed Gas'

Moving Exhibits

Exhibits, including moving exhibits, such as robots, are not permitted in aisles. All exhibits must be contained within the confines of the stand area.

See also 'Airships' and 'Working Machinery'

Music Licences

If live music is performed or sound recordings (eg, records, tapes, compact discs) are played at any event, either on individual stands or throughout the event as a whole, then under the terms of the Copyright, Designs and Patents Act 1988, it is the licensee's responsibility to ensure that the appropriate licence(s) is/are obtained from these bodies. Contact details are available in the venue organiser's handbooks. Copies of the licences must be available for inspection by EC&O.

The Earls Court and Olympia Conference Centres hold annual PRS and PPL licences. Unless the licensee is already in possession of their own licences and provides copies of these to the event manager, a charge will be levied for their use in these areas.

See also 'Video Performance Licence'

N

Night Working

Any requirement for working overnight, or working outside operating hours, must be agreed in advance with the event manager to ensure that appropriate levels of safety cover, lighting, fire exits, toilets and any

other relevant services are provided. Organisers' staff are required to remain on site while working is taking place. Required staffing levels depend on the nature of work being carried out.

Please see the EC&O Safe Working Practice 'Late and Overnight Working'.

Noise

The Noise at Work Regulations 1989 and the Environmental Protection Act 1990 will be enforced on the premises.

EC&O requires licensees who are promoting events which may have a requirement for loud noise, to carry out specific checks in order to comply with the above legislation.

Earls Court and Olympia are located in residential areas and licensees are required to have due regard for potential disturbance to residents.

O

Operating Hours

Exhibitions

Build-up	0800 - 1800	
Pre-open day	0800 - 2200	
Open period	0800 - 2200	(or one hour after the event closes to visitors, whichever is earlier)
Last open day	0800 - 2200	
Breakdown day	0800 - 1800	

Conferences

All tenancy days	0700 - 1900
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Seated events at Earls Court

Build-up days	0800 - 2200
Rehearsals	0900 - 2000
Performance days	0800 - 2300
Breakdown days	Event close - 0700 hrs (behind closed doors)

Licensee staffing requirements

Licensees must have a competent representative on site throughout operating hours.

Public opening hours

The premises may not open to the public for any purpose of a licence, including press days, before **0900 hours**, unless written consent has been obtained from the Licensing Authority via the event manager.

Traffic curfews

Vehicle movement is not permitted around the premises between 2300 - 0700 hours.

P

Platforms and Stages

See 'Stand Construction'

PPL and PRS Licences

See 'Music Licences'

Press Days

Press days are treated as normal event open days and all regulations apply.

See also 'Filming'

Profile of the Event

Licensees shall provide EC&O with details of their event profile prior to completing the licence agreement. Any additional information shall be provided to the customer services department at least 90 days before the licence period. Details shall include audience, exhibitor and performer profile; estimated attendance; open hours; performance times and any special information relating to the safety and security of the event. These details should be considered in the event risk assessment.

See 'Deadlines' and 'Risk Assessment'

Public Address

Licensees must ensure that the public address system supplied for their use is operational and under the control of a competent member of staff at all times when the public is on the premises.

Public Transport

It is a licence condition that licensees promote public transport as the recommended means of travel to the venues.

If admission tickets to an event are sold or issued in advance, licensees must ensure that such tickets incorporate, or are accompanied by an encouragement to visitors to travel by public transport.

If tickets are not sold or issued in advance, licensees are required to include in all advertising issued by them, or on their behalf, an encouragement to visitors to travel by public transport.

Pyrotechnics

See 'Special Effects'

R

Real Flame

See 'Special Effects'

Rigging

All rigging at the venue, including the fixing of gallery balustrade banners, will be undertaken solely by EC&O's appointed rigging service provider.

Rigging of banners, etc, above individual stands or rigging of stand structures from the hall roof will only be permitted at the licensee's discretion. Licensees must, therefore, advise the EC&O rigging service provider of their rigging policy (ie, whether rigging is permitted above individual stands or limited to certain areas) and include such advice in their exhibitor manual.

Rigging will be subject to sufficient time being available to carry out such operations safely and must be carried out within the licence period, unless otherwise agreed by EC&O.

Rigging orders should be placed with the service provider no later than 28 days prior to the licence period (late orders may be subject to a surcharge). The following details should be provided with the order:

- a. A fully dimensioned drawing indicating the orientation of the stand in relation to the building.
- b. Description and number of items to be rigged.
- c. Weights and dimensions of each suspension point.
- d. Preferred suspension height from the floor and hook height (taking into account any bridling which may be required).
- e. Dates and times of lifting and lowering operations.

All rigging shall comply with EC&O's Rigging Code of Practice, the Lifting Operations and Lifting Equipment Regulations, 1998 (LOLER) and The Provision and Use of Work Equipment Regulations, 1998 (PUWER).

All items to be suspended must be designed by a competent person, be structurally sound, fit for the purpose and not exceed the safe working limit of the anchorage/lifting point. Only approved rigging techniques may be used. Lifting points must have a safe working limit label, be fully captive and have a traceable history and sufficient lifting capacity.

Electrical hoists must have a mechanical bypass safety system. Time and space must be allowed for these to be attached. Hoists not supplied by EC&O's rigging service provider must have a valid inspection certificate, which shall be available for inspection by EC&O on demand.

Lighting battens, trusses and flown equipment

Any exhibitor ordering lighting battens of five metres and over in length must order drop wires to support the centre, regardless of the weight hanging on the batten.

If lighting trusses, specially designed flown items, or any items weighing over 250kg are to be suspended, due to venue weight restrictions, drawings and load information must be supplied to EC&O no later than 35 days prior to the licence period. Flown items weighing 400kg and over are treated as complex structures and are therefore subject to approval by a structural engineer.

Timber structures must be appropriately bolted and braced. Timber cladding attached to trusses must be fixed using a clamp or hanging bracket which supports the underside of the structure.

Free climbing of flown equipment is prohibited. Equipment to be accessed at height must have a suitable safety system, providing a constant means of attachment. A plan for the rescue of people working at height must be in place, in the event of any emergency.

Fascias

Where fascias are suspended, each individual section of fascia must be supported. Fascias of five metres and over in length must be supported at three points on each section from securely attached brackets. The weight of the fascia must be supported from the underside.

Banners and signs

Banners and signs should be delivered to the rigging service provider no later than three days prior to the start of the licence period and must be delivered in a complete state, fit for suspension. The suppliers of the signage are responsible for its integrity and that of its suspension points.

Metal or timber-framed signs may only be rigged if fitted with fully captive lifting points bolted through the full depth of the sign, the capacity of which must be sufficient to support the load completely on any individual point. Screw-in eyes are not acceptable for this purpose and EC&O reserves the right to refuse to allow the suspension of any signs where the suspension lifting points are inadequate.

Due to their flimsy nature, paper signs may only be suspended if constructed from 'Tyvec', or a similar material approved by EC&O.

Flown banners should have a 100mm sleeve at the top to carry a 50mm diameter aluminium scaffold tube. Weighting to the bottom of banners may only be used when the weighting is completely sealed within the banner by vinyl welding. The pockets must be strengthened with an eyelet at each end, at both the top and the bottom of the banner. This will act as a back-up, in the event of the weld opening. Glued pockets are not acceptable.

EC&O undertakes to ensure that the suspension of signs is carried out in a safe manner and reserves the right to alter suspension fittings whenever considered necessary. Any additional cost incurred in such actions will be payable by the licensee.

For health and safety reasons, banners will only be de-rigged at the end of the licence period. They must be collected immediately, otherwise they will be disposed of.

Hoist and fix

Contractors undertaking hoist and fix operations must submit suitable risk assessments, method statements and confirmation of compliance with LOLER and PUWER.

The contractor undertaking the hoist and fix operation must be competent and is responsible for the integrity of the work carried out.

Further advice and information are available from EC&O's technical department, the venue organiser handbook and EC&O's rigging service provider.

See also 'Access Equipment', 'Complex Structures', 'Risk Assessment' and 'Working at Height'

Risk Assessment

The completion of suitable and sufficient risk assessments by qualified personnel is a legal requirement under the Management of Health and Safety Regulations 1999. The sharing of risk information between two or more parties in control of single premises is also a statutory requirement and is achieved at EC&O by the exchange of risk assessments and health and safety policies.

The licensee is required to produce a risk assessment of the hazards associated with the event and a separate fire risk assessment. These shall be submitted to the customer services department at least 35 days before the licence period begins.

Licensees are reminded of their duty to ensure that the activities of contractors and exhibitors are safe. The licensee should collect risk assessments from them, in order to assess properly the overall risk profile of the event.

It is the licensee's responsibility to notify EC&O of any hazardous activity, exhibit or demonstration to be held or brought into the event.

The licensee should inspect and provide EC&O with a copy of the specific contractor's or exhibitor's risk assessment for such activities.

Roof Access

The Earls Court and Olympia roofs and roof voids are restricted areas. Access is governed by the EC&O Code of Practice for Roof and Rigging Work.

The Code of Practice requires any company wishing to access the roof to be thoroughly vetted. Any access requirements, including details of areas, activities and the company carrying out the work, must be notified to EC&O a minimum of two months prior to the licence period. Even if full details are supplied, EC&O reserves the right to refuse access if vetting cannot be completed within this time frame.

S

Safety and Floor Management

Licensees must nominate/appoint a suitably qualified and competent representative to co-ordinate on-site safety issues. The minimum recommended level of competency is the NEBOSH certificate.

Licensees must also nominate/appoint a competent floor manager with health and safety knowledge, to control issues relating to stand construction, the maintenance of clear escape routes, exhibitor queries, etc. The minimum recommended level of competency for this role is the IOSH certificate.

The minimum level of competency for any person offering a full health and safety advisory service to an organiser is the NEBOSH Diploma Part 1 (Technician Safety Practitioner level).

Seating

Organisers should be aware that EC&O has tiered and flat-floor seating available for hire. Please contact your event manager for further information.

Temporary tiered seating structures

All temporary seating shall comply with BS 5588. The EC&O 'Contractor's Safety Guidelines for Temporary Seating Structures' must be adhered to. A copy of this can be obtained from the event manager or the EC&O health and safety manager.

Seating structures are complex structures. Please see 'Complex Structures' for full details of the requirements which must be fulfilled.

Flat floor seating in seminar theatres

The following is a summary of the main technical regulations to be followed for seating in seminar areas on the exhibition floor.

- a. The width of gangway required between blocks of seats depends on the total number of seats and their layout. The minimum gangway required is 1.1 metres.
- b. A minimum gap (seat way) of 300mm must be provided between the back of one seat and the front of the seat immediately behind. The maximum number of seats allowed in a row is:
 - seven seats where there is a gangway at one end only. Up to 12 seats are allowed if the seat way is increased by 25mm for each additional seat over seven.
 - 14 seats where there is a gangway at each end. Up to 28 seats are allowed with a gangway at each end if the seat way is increased by 25mm for each additional seat over 14.

- c. If there are over four seats in a row the seats must be clamped together using an approved method. Plastic cable ties are not permitted.
- d. If floor bars are used to secure seats at the end of rows and on corners, they shall be no more than 25mm in height and must be cambered.

See also 'Complex Structures'

Security and Stewarding

It is the licensee's responsibility to provide event security and stewarding. EC&O will need to be satisfied that the security and stewarding providers are competent and that they conform to BS 8406. Security personnel must be appropriately licensed, in accordance with current legislation. EC&O has mandatory positions for security and stewarding staff and minimum staffing levels which must be provided.

A security and stewarding schedule, indicating staffing levels, must be submitted to EC&O's customer services department no later than 35 days prior to the licence period. Security cover must be provided for late working during build-up when there are exhibits in the hall.

Licensees should use one of EC&O's 'Approved Security Contractors'. The customer services department can supply their details. Where EC&O believes that the quality and/or quantity of security and stewarding is insufficient, the licensee will be required to provide additional staff at their expense.

All security and stewarding personnel must be thoroughly briefed by EC&O prior to the first open day of the event and thereafter as necessary, to ensure that they clearly understand the EC&O emergency procedures and are able to respond effectively. EC&O staff will carry out audits on event security personnel while they are on site.

Stewards and security personnel must be provided with radios and wear conspicuous clothing, in order to be identified easily. The event security

contractor must supply one labelled radio and charger to the EC&O control room for the duration of the licence period.

Arrangements for seated events vary and are published in EC&O's Safety Plan for each event.

Please see EC&O's Safe Working Practice 'Security'.

See also 'Crowd Management' and 'Fire Safety'

Simulators and Rides

Simulators and rides must comply with the Amusement Devices Inspection Procedures Scheme (ADIPS). They will only be permitted if a valid Declaration of Operational Compliance (DOC), copies of annual inspection certificates and a full risk assessment are submitted to EC&O no later than 35 days prior to the start of the licence period.

Simulators and rides shall be under the control of a competent and experienced person, who is able to recognise any dangers associated with the apparatus and is authorised to take any immediate and necessary action to prevent danger.

The licensee must confirm to EC&O during build-up that the DOCs submitted correspond to the actual rides to be used. The licensee must also confirm daily that each ride has been tested by a competent person and is safe for public use, prior to the event opening.

Please see EC&O's Safe Working Practice 'Visitor Participation' for details of further requirements.

Smoking

Discarded cigarettes, etc, are recognised as a major cause of fire. This, combined with the volume of waste packaging generated on the exhibition floors, poses a substantial fire risk. Smoking on the exhibition floors during build-up and breakdown is therefore prohibited.

Individuals who wish to smoke must use the designated smoking areas and use the bins provided to extinguish their cigarettes.

See also 'Fire Safety' and 'Health, Safety and Environment Policy'

Smoke Machines

See 'Special Effects'

Special Effects

Approval procedure

All special effects require prior approval by EC&O. Please see EC&O's Safe Working Practice 'Special Effects Equipment'.

Technical details of proposed special effects, a full risk assessment and method statement for their use, together with certification of apparatus used (where appropriate), must be submitted to EC&O no later than 35 days prior to the first day of the licence period.

Real flame

Real flame will only be permitted where it is essential for an effective demonstration of a product. It must be used under safe and ventilated conditions and under the control of a competent person appointed to ensure this at all times. Please see EC&O's Safe Working Practice 'Hot Work and Real Flame Displays'.

Lasers

Laser installations shall comply with 'The Radiation of Lasers used for Display Purposes', HS(G)95, issued by the HSE. An independent certificate of inspection of all installations must be submitted to the event manager 24 hours before the event opens. The licensee will be responsible for any costs incurred. Please see EC&O's Safe Working Practice 'Lasers'.

Strobe lighting

Where strobe lighting is installed, the equipment shall be arranged to operate at a fixed frequency not exceeding FIVE flashes per second and the control equipment must be in a locked-off position. A suitable notice must be displayed at all entrances to the event warning the public of the use of strobe lighting.

Smoke machines

Smoke machines may be used, provided a risk assessment and a COSHH assessment are completed and copies submitted to EC&O 35 days prior to the start of the licence period. EC&O has a list of recognised smoke machines and only these may be used, unless details of the proposed machine are submitted to EC&O for authorisation. Any costs involved in testing the machine are to be borne by the licensee.

Chemicals used in smoke machines must comply with EH40. Operation of the smoke generator shall be restricted to the minimum amount of time required to achieve the approved density level of smoke. The time factor will be determined by EC&O's fire and safety officer at a demonstration, which must be given 24 hours before the event opens to the public. Account will be taken of the visibility and CO₂ levels, which must not adversely affect public safety.

A suitable notice warning the public of the use of smoke machines must be displayed at all entrances to the event.

Pyrotechnics

Only pyrotechnics supplied specifically for stage use shall be used as part of a stage presentation. The mixing of loose powders on site is not permitted. Please see EC&O's Safe Working Practice 'Pyrotechnics'.

In addition to the requirements of the approval procedure detailed above, the following details must be supplied to EC&O:

- The organisation providing the effects.
- The nature of the effects and their positions.

- Manufacturer's data sheets.
- The amount of pyrotechnics.

If required, a demonstration of the pyrotechnics shall be given in the presence of EC&O's representative and/or the Licensing Authority.

All explosives and highly flammable substances must be stored and used under safe conditions to the satisfaction of EC&O and must be in the charge of a competent person specifically appointed for this purpose. Pyrotechnics must only be fired from an approved key-protected device at the firing point. The device must not be operated if there is any risk to anyone. The operator must have a direct view of the pyrotechnic device from the firing point. In the event of a misfire, the circuit shall be switched off until after the performance.

Ultraviolet lights

It is essential that lamps or luminaries restrict exposure to Ultraviolet radiation, especially Ultraviolet B radiation. Luminaries shall be sited out of the gaze of the public.

High power (scenic projectors)

XENON and HMI lamps emit extremely bright lights, so luminaries shall be sited out of the gaze of the public.

See also 'COSHH'

Sponsorship

EC&O has its own sponsorship programme for the permanent areas of the venue. Sponsorship of any event must be contained within the agreed areas of the event licence.

Stand Construction

General conditions

Licensees are responsible for ensuring that all structures within their licensed area are safe and fit for their purpose.

Licensees and exhibitors must take reasonable steps to ensure that contractors:

- are competent
- are registered with a professional body
- have carried out suitable and sufficient risk assessments
- are operating a safe system of work
- retain copies of their method statements available for inspection by EC&O on demand

Licensees shall produce for EC&O on demand, test certificates for any materials that they intend to use in the construction of a stand or any other structure to be brought into EC&O. If EC&O is not satisfied that any material meets the standards required, such material shall be removed from the venue.

Stands shall be of substantial construction, on suitable timber or metal framing. They must be designed to comply with the Building Regulations 2000: Approved Document M, 'Access and facilities for disabled people'.

Ceilings

Ceilings, except those above the topmost storeys of stands, must be of solid construction.

Stands displaying combustible items that are within two metres of a gallery, raised tier or staircase must be provided with a ceiling constructed of specified materials (see 'Construction Materials').

Doors

Doors and gates forming part of an escape route shall open in the direction of escape, clear of any steps, landings or a public way. Where necessary, they shall be recessed so that when open they do not obstruct the required width of any gangway, corridor, passageway, staircase, landing or other escape route. Such doors shall be free from fastenings, other than panic bolts of a type and pattern and installed in accordance with BS EN 1125. Doors serving staff areas only, may be

provided with simple lever handles or push pads complying with BS EN 179.

Where any door or gate is at the head or foot of stairs, a landing shall be provided between the door or gate and the top or bottom step. The depth of the landing shall be no less than the width of the flight. Doors accessible to mobility impaired people should be a minimum of 800mm wide.

All doors shall be provided with a vision panel of clear glazing, giving a zone of visibility from 900mm to 1500mm above floor level.

In exceptional circumstances and where permitted, any inward opening door or gate used by more than 50 persons, shall be locked back in a way that requires a key to release it and that when locked back, it does not form an obstruction or reduce the required width of an exit. A conspicuous notice must be displayed adjacent to the door stating: 'THIS DOOR TO BE KEPT LOCKED BACK IN THE OPEN POSITION WHILST THE PREMISES ARE OPEN TO THE PUBLIC'.

Ramps

- The slope of any ramp shall be uniform and no steeper than 1 in 12. Level landings shall be provided at the top and bottom of ramps and at any intermediate position where exit doors open on to them.
- The surface of any ramp should be imperforate and non-slip in texture.
- Any ramp and its associated landings shall have a minimum clear headroom of 2m throughout.
- Ramps shall be a minimum of 1m wide.
- Ramps must be provided with a handrail on each side. The handrail height shall be between 900mm and 1m, measured vertically from the sloping surface of the ramp to the top of the handrail. Handrails shall provide effective support and allow for a firm grip. They may form the top of guarding if the heights can be matched.
- Ramps over 600mm high and their landings shall be guarded on both sides.

Stairs

- Spiral staircases are not permitted for use by the general public. Any spiral staircase provided for use by staff shall have treads a minimum of 75mm wide at the narrowest point.
- Stairs shall be arranged in straight flights without winders (ie, tapered treads in an otherwise straight flight) and shall have a regular rise and tread.
- Staircases shall consist of a maximum of 16 risers. Stairs with more than 36 risers in consecutive flights shall have at least one change of direction. The depth of the landing between flights shall be no less than the width of the flight.
- Staircases must be a minimum of 1m in width.
- Staircases used by the public shall have treads of a minimum depth of 280mm and a maximum depth of 340mm, exclusive of any overlap with the next step. If the area of an upper floor is less than 100m², the depth of the tread may be reduced to 250mm.
- A staircase used by the public shall have a vertical rise of a maximum of 180mm and a minimum of 135mm.
- Stairs leading from an upper floor to the ground floor must be recessed a minimum of 0.5m and a maximum of 2m from a public gangway, or discharge on to an open area of the stand with unobstructed access to a public gangway.
- Where open risers are provided, the nosings of each tread shall overlap the back of the tread beneath, to a minimum depth of 16mm.
- All staircases which have open risers and are likely to be used by children under 5 years of age, shall be constructed so that a 100mm diameter sphere cannot pass through the open risers.
- The floors of landings and the treads of steps and stairs shall have non-slippery and even surfaces. Where stairs are positioned in areas with reduced levels of illumination, the nosings of the treads and the upper landings shall be highlighted where necessary.
- Toe-boards of a minimum height of 150mm are required on landings and around the top decks of multi-storey stands.

- Staircases and landings shall have a minimum clear headroom of 2m measured vertically from the nosings of treads or the floor of the landing. There shall be no projections from the walls or soffits into the required width below this height (other than handrails), which may impede the free flow of persons using them.
- Helical stairs will only be accepted if they conform to BS 5395, Part 2. If used by the public, they must conform to type E of this standard. The treads and risers must meet the requirements stated above along the entire width of the stairs.
- A staircase of greater width than 1.8m shall be designed in flights of double width. Each section of each flight shall be a minimum width of 1.1m, ie, 2.2m between enclosing walls and/or balustrades and a maximum width of 1.8m.

Handrails for stairs

- A continuous handrail must be provided where there are two or more risers.
- Every flight of stairs must be provided with a handrail on each side.
- Double width staircases shall have a central handrail.
- The height of a handrail shall be measured vertically from the centre of the steps and landings to its upper surface and shall be a minimum of 900mm and a maximum of 1m.
- Handrails shall extend a minimum of 300mm beyond the top and bottom riser of any steps.
- Handrails shall be continued as necessary around landings.
- Handrails shall not project more than 100mm on to the required width of a staircase.
- All projecting ends of handrails shall be protected so as to avoid injury to persons descending a staircase.

Balustrades, barriers and guarding of stairs

Barriers shall be provided to protect exposed edges of staircases, landings, balconies, galleries and other changes of level exceeding 380mm. They shall:

- comply with the recommendations of BS 6180.
- provide guarding to all exposed edges of stairs and ramps at a height of 900mm above the pitch line and to landings and balconies at a height of 1.1m.
- be capable of resisting the forces set out in BS 6399-1.
- be non-climbable, ie, with solid infills or vertical guard rails a maximum of 100mm apart.

Exits from upper storeys of multi-storey stands

The travel distance from any part of an upper storey to a staircase must be no greater than 12 metres.

No fewer than two staircases, sited remotely from each other, shall be provided for each storey unless the upper storey is to accommodate fewer than 50 people.

Platforms and Stages

Platforms for public use may require suitable handrails and/or toe-boards. This is mandatory for any platform over 600mm high. Open corners of stand floors and platforms shall be splayed, rounded or angled, if not protected by heavy exhibits, to avoid sharp corners and tripping hazards. Stand platforms should include suitable ramping to allow access to visitors in wheelchairs.

Voids

Spaces beneath raised seating and platforms and all cavities, including those between and behind stands, shall not be used for any purpose other than electrical or other service boxes, mains or stopcocks. They shall not be obstructed, nor used for the storage of any materials.

Where feasible, open structures such as platforms should be boxed in to reduce the risk of fire.

Void areas within the exhibition hall must not be used for any purpose unless prior approval has been given by EC&O. This includes storage areas, which, if approved, must be fully enclosed.

Enclosed rooms

Cupboards, enclosed offices, storerooms etc, formed beneath the upper floor of a two-storey stand must be lined throughout with non-combustible fire-resistant material.

Inner rooms

In order to avoid dead ends, inner rooms must have an alternative means of escape with appropriate signage.

Base plates

Under no circumstances shall fixing be made to the hall floors. All base plates must be 12mm thick, a minimum of 300mm x 300mm and suitable for their intended purpose. Base plates on the pool top in Earls Court One and over Earls Court Two ducts shall be a minimum of 1m x 1m.

See also 'Complex Structures', 'Construction Materials' and 'Rigging'

Stand Plans

Plans of stands or features which occupy floor space in excess of 200m² shall be submitted to the event manager no later than 35 days prior to the start of the licence period for the purpose of assessing whether sufficient means of escape from the stand or feature area is available.

See also 'Complex Structures'

Strobe Lighting

See 'Special Effects'

V

Vehicles

Vehicles displayed on stands must:

- be static and have their engine switched off during the open hours of the event.
- contain only a minimum amount of fuel.
- have a lockable fuel cap.
- have a drip tray placed under the engine.

Subject to a risk assessment, battery disconnection may be required for vehicles over ten years old.

See also Appendix A: 'Regulations for Stand Electrical Installations'

Video Performance Licence

Licensees wishing to play music/film videos in the exhibition halls, must obtain a licence from Video Performance Limited. Contact details can be found in the venue organiser handbook.

W

Waste Removal

EC&O will remove 'normal waste' produced during the build-up and breakdown periods. Normal waste includes packaging and other small items.

The licensee is responsible for the removal of any other waste, including: carpet (except scraps); crates; pallets; building waste, such as bricks, sand and stand fitting materials; large items that will not fit into rubbish

skips or that need to be removed by mechanical means; hazardous waste (eg, chemicals, medical waste) and strip lights.

All such items must be removed from the exhibition halls in sufficient time for EC&O's cleaning contractor to clean the floors within tenancy hours on the last day of the licence period. If such items are not removed, EC&O may arrange for their removal and any associated costs will be passed on to the licensee. EC&O accepts no responsibility for any items left on the premises after tenancy hours on the final day of the licence period.

Water and Waste

Connections

All equipment, appliances or exhibits connected to EC&O's water mains must comply with the by-laws of the Thames Water Authority.

All water and waste connections must be made by EC&O's official contractor. Under no circumstances may connections be made to fire hydrant points.

Water features and exhibits

The filling and draining of water features and exhibits must be carried out by EC&O's approved contractor. Fire hoses must not be used for this purpose. Under no circumstances may water be discharged on to the floors, into ducts or any other unauthorised part of the premises, as serious damage may be caused to the electrical mains and services.

The approved code of practice 'Legionnaires Disease: The Control of Legionella Bacteria in Water Systems' and EC&O's Safe Working Practice 'Protection Against Legionella', must be complied with.

Wheelchairs

Ramps and lifts are provided at the entrances to Earls Court and Olympia. Lifts operate between the floors.

Adequate provision must be made at any event for persons with disabilities, including wheelchair users, in accordance with the Disability Discrimination Act 1995.

Working at Height

Working at height should be avoided wherever possible. Where it is unavoidable, the 'Work at Height Regulations' apply.

See also 'Access Equipment' and 'Rigging'

Working Machinery

Machinery, engines and similar equipment exhibited on stands are subject to the Provision and Use of Work Equipment Regulations 1998 (PUWER).

A risk assessment must be carried out in order to identify any hazards presented to the public and the operator of the equipment. Machinery shall be electrically and mechanically disconnected, except if required for a demonstration. In this case, it must be guarded with suitable physical barriers to protect the public and prevent unauthorised operation. Warning signs must also be provided.

See also 'Moving Exhibits', 'Simulators and Rides' and 'Vehicles'

Appendices

Appendix A - Regulations for Stand Electrical Installations

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These Regulations are subject to revision or addition at any time and details of any revisions and additions can be obtained from EC&O.

1. Conditions

Regulations

All electrical installations on stands, features, displays and exhibits shall comply with:

- a. Local Authorities and applicable Acts.
- b. British Standards Institution - the current edition of British Standards 7671 1992 (IEC364) 'Requirements for Electrical Installations' (previously Institution of Electrical Engineers wiring regulations 16th edition) with any amendments thereto.
- c. Special requirements - any special requirements of the authorities and EC&O.
- d. The Health and Safety at Work, etc, Act 1974.
- e. The Electricity at Work Regulations 1989.
- f. These Regulations.
- g. Standard UK Electrical Supplies - the standard UK electrical supplies are:
 - Single phase - 230 volt 50Hz
 - Three phase - 400 volt 50Hz

All electrical appliances used by exhibitors must be compatible with the standard UK voltage provided by the venue, to ensure safety in use.

Any exhibited appliance which falls outside the venue's standard tariff electrical supply ratings, must be clearly and unambiguously marked and not connected.

For non-standard voltage and frequencies, suitable voltage transformers and frequency converters may be allowed if written permission is received from EC&O. EC&O will not supply electricity to any installation, which does not comply with these regulations.

Testing

a. Stand installations:

To verify compliance, EC&O's nominated mains contractor will inspect all installations. EC&O's nominated contractor is to be advised by the person responsible for the installation when it is complete and ready for inspection and testing, by completing and handing in a 'Request for Connection and Energising of Electrical Supply to Stand' form. The original form only shall be submitted; a photocopy will not be accepted. Where found to be satisfactory, the installation shall be connected to the electricity supply and energised. Where an installation is found to be unsatisfactory the supply will not be connected and EC&O's nominated contractor will advise the person responsible. They must rectify any faults and advise EC&O's nominated contractor when the installation is ready for re-inspecting and re-testing by re-submission of the 'Request for Connection' form.

It is the responsibility of the person undertaking an installation to carry out the appropriate testing to ensure compliance with the regulations prior to the submission of the 'Request for Connection' form.

b. Re-testing:

Where stands are not complete and fail the inspection, a charge may be made for each further inspection and testing.

c. Modification or addition to stand installations:

After initial inspection and energising of mains supplies, if modifications or additions are made to stand installations, these must be tested and EC&O's nominated contractor notified for additional inspections to be carried out.

- d. Appliances:
Any electrical appliance connected to a socket must be PAT tested by a competent person before it is plugged in and energised. The responsibility for ensuring this testing is carried out is that of the person responsible for bringing the equipment into the venue.

Responsibility

EC&O will not accept responsibility for:

- a. Delays:
Delays in energising installations found unsatisfactory, or where insufficient time has been allowed for inspection.
- b. Faults:
Any faults discovered in installations after inspection and energising have been carried out.

2. Electrical contractors

All electrical contractors proposing to undertake work at EC&O must first be approved under EC&O's 'Control of Contractors Procedure', copies of which are available on request.

3. Floor ducts and service tunnels

Exclusion

Ducts set into the hall floors and service tunnels under the hall floors, where applicable, do not form part of the licensed area. Access to and use of the floor ducts is limited to EC&O employees and contractors for the purpose of installing mains supply cables and piped services.

Limited use

EC&O will consider limited use of the floor ducts, where applicable, for purposes other than those specified above, provided that the installation in the ducts is carried out by or under the supervision of EC&O's nominated mains contractor. Written approval of such use must be obtained from EC&O prior to the commencement of the licence period.

Access

No person shall enter the service tunnels, switch rooms or other service areas without written permission and a 'Limitation of Access Permit' issued by EC&O.

4. Main switchgear and distribution**Block Mains**

a. Company mains:

Every stand shall be supplied by a separate mains cable. However, with prior approval from EC&O, a single mains cable may be installed to supply a block of up to six adjoining stands. This approval will only be given where the electrical installation on all stands within the block is the responsibility of a single contractor.

The crossing of gangways via fascia or floors with sub-mains is prohibited.

24-hour mains supplies shall NOT be used as block mains.

Specialist exhibitions that necessitate 24-hour block mains will be considered for exemption from this ruling, provided that suitable and sufficient risk assessments accompany the request, which must be presented to EC&O for approval no later than 35 days prior to the start of the licence period.

b. Minimum cable size (sub-mains):

The minimum acceptable cable size (subject to loading) for the wiring of block sub-main supplies is 2.5mm².

Isolation

a. Each mains supply shall have its own means of isolation situated in an accessible position on the stand.

b. Each of the stands on a block, fed from a single supply, shall have its own means of isolation situated in an accessible position on the stand.

- c. A stand sub-divided into sections shall constitute a block of stands and shall have a separate means of isolation located on and for each individual section.

Location of boards

Distribution boards and similar equipment shall be installed adjacent to the fused isolators provided by EC&O. The mounting board provided by the contractor for this equipment shall be of sufficient size to allow the fused isolator to be fixed thereon.

Switch and fuse gear, motor controls, starters etc, shall be readily accessible, suitably connected and sited away from public gangways.

The electrical contractor responsible for the stand installation shall supply suitable service mains to connect the installation to the fused isolators on the main supply cables supplied by EC&O's nominated contractor.

All distribution boards, control panels and fabricated systems brought on site must be in good condition and of a clean tidy appearance. All cable entry and exit points must be protected with suitable glands and covers.

All equipment must be tested prior to its arrival on site and a current electrical test certificate must be presented before any electrical connection to EC&O's mains can be made.

External supplies

- a. External supplies shall generally be limited to a maximum rating of 100 amps 3 phase neutral and earth or 100 amps single phase neutral and earth.

If deemed essential, supplies exceeding 100 amps may be provided, if approved by EC&O.

-
- b. Earth leakage (residual current device (RCD)) protection of not more than 30mA rating shall be provided by the contractor, for all wiring beyond the termination point of EC&O's supply.

5. Earthing

Regulations and codes of practice

Metal conduit, metal casing of apparatus, frames of motors, etc, shall be efficiently bonded to earth using the earthing system provided within EC&O's permanent electrical distribution system. This regulation shall apply to all matters covered by British Standard 7671 (IEC 364) referred to in Clause 5.1.1, Regulations. Where separate, special regulations and codes of practice have been prepared and approved by the authorities, the current edition of these special regulations shall take precedence ie, electrical installations in caravans, electro-medical equipment, all insulated apparatus and appliances which conform to the standards of double insulation.

Light fittings

At every lighting point, an earth terminal shall be provided and connected to the earth continuity conductor of the final sub-circuit.

Metal framework, etc

Metal framed stands, metal water pipes, sinks and other items shall be bonded to an earth conductor which terminates EC&O's electrical supply. The bonding conductor shall have a minimum cross section area of 6mm². Under no circumstances shall any of these items be used as the sole means of earthing an electrical installation. Where block mains are employed on metal framed stands, the stand framework shall be bonded at the incoming main position and also at the termination point of every sub-main. The bonding conductor shall have a minimum cross section area of 6mm².

Insulation sleeving

Every earth continuity conductor shall, wherever exposed, be totally insulated, with green and yellow PVC sleeving. This includes all termination enclosures.

Use of RCDs

Final circuits rated up to 32 amps shall be provided with additional protection to reduce/control the risk of electric shock from direct and indirect contact, by the fitting of a RCD with an operating current not exceeding 30mA and a tripping time not exceeding 200mS. RCDs are considered as supplementary protective devices and shall be installed in addition to an approved rated fuse or other excess current protection device. RCDs shall be performance tested immediately before each event and at least once a year.

6. Electrical wiring

Material specification

Stand wiring may be PVC, elastometric or of other plastic sheathed cable, no less than 1.5mm² cross sectional area and 300/500 volt grade, complying with BS6504 (IEC227) and with a current density not exceeding that recommended in BS7671 (IEC364). Flexible cables used for circuit wiring in approved manufactured systems, must also have a current density not exceeding that recommended in BS 6500 Table 16.

Identification

Identification of all wiring shall be in accordance with the colour or numbering systems recommended by BS7671 (IEC 634).

Joints

Joints shall not be made in cables, except where necessary as a connection into the circuit. In such cases insulated, screwed connectors shall be used and be totally enclosed in all insulated enclosures.

Metal sheathed cable

- a. Location:
Mineral insulated metal sheathed cable may be used in approved conditions and where it is not liable to mechanical damage.
- b. Current capacity:
Current capacities must be in accordance with the 'exposed to touch' conditions of BS7671 (IEC364). All joints, connections,

terminations and fixing etc, must be made using accessories which are specifically designed for use with the type of cable installed.

Excess current protection

All circuits must be separately protected for excess current with fuses or other means of close excess current protection.

Lighting circuits

a. Maximum Capacity:

Lighting circuits, serving more than one fitting, shall not carry more than 1200 VA and all sections of the wiring system shall be capable of carrying its circuit full load current. Where discharge lighting is connected, the appropriate reduction shall be made (normally to 800 VA). All apparatus over 1000 VA shall be individually fused.

b. Main Load:

Where the lighting load to any stand or feature is in excess of 1400VA, the circuit shall be suitable for connection to a 3 phase supply with neutral and phase conductors of equal size.

Flexible cords

a. Limitations:

The use of flexible cords for stand wiring is generally prohibited, other than where they form part of a manufactured system and then in full accordance with regulations b and c, below.

Flexible cords or cables used in approved manufactured systems for circuit wiring shall have a cross sectional area of no less than 1.5mm^2

b. Construction:

Flexible cords shall be of circular section, fully insulated and sheathed. The only form of joining shall be purpose-made, non-reversible, shrouded flex connectors with an earth terminal.

- c. Length:
For static appliances, flexible cords shall not exceed 2 metres in length. For mobile appliances eg, vacuum cleaners, the cord length shall be kept to a minimum.

Lampholders

Lighting system lampholders must have a screw clamp or screw terminal connections between the conductors and the plungers. Lampholders using spikes for connections shall not be used.

Special lighting systems

- a. Track lighting systems:
These may be used provided the track and all the accessories are of the same make and the loading on the system is compatible with the rating of the sub-circuit wiring and fuse. They must comply with the requirements of paragraph 5.1.5 'Earthing' and paragraph 5.1.7 'Protection of wiring'.
- b. Other lighting systems:
Only systems designed and manufactured to suit their intended use shall be permitted and must comply with paragraph 5.1.7 'Final stand wiring' and all other aspects of the regulations.
- c. Client's own equipment:
Where the client's own equipment is used, it must comply with all regulations and is subject to testing and spot checks.

Safety extra low voltage (SELV) lighting systems

- a. Transformers:
Multiple connection SELV transformers shall be of Class II safety isolating type, conforming to BS3535 (IEC742, IEC1140, EN60742), or providing an equivalent degree of safety and have a fused primary connection. Every secondary connection shall be individually fused to its appropriate rating or shall be fitted with a manual re-set protective device approved by the EC&O.

Transformers shall be clearly labelled with the precise details of any integral secondary circuit protective device. The label shall also indicate that they are manual re-set and include the rated transporter output in VA.

- b. Positioning:
Particular care shall be taken when installing SELV transformers, which must be fixed at high level, allowing adequate ventilation and access for testing/fuse replacement.
- c. Cable-sizing:
Selection of cabling for SELV circuits shall take into consideration both volt drop and current carrying restraints, subject to maximum volt drop on 12v supplies of 0.6 volts.

Cabling from SELV transformers supplying extra low voltage track shall be of sufficient size for the full current rating of the transformer.
- d. SELV fitting:
Shall comply fully with BS EN 60598 and the relevant British standard.
- e. Catenary/uninsulated pole safety low voltage systems:
The use of uninsulated catenary or uninsulated pole low voltage systems is prohibited.
- f. Earthing of SELV equipment:
Secondary windings of SELV transformers, fittings and the lighting track connected to it shall not be earthed.

Power circuits

Circuits feeding 13 amp socket outlets shall be radials. Where there is more than one socket per circuit, the maximum rating of the over-current protective device shall be 16 amps. The total load shall not exceed 3000 watts and no more than three sockets shall be permitted on that circuit.

Coils/reels of flexible cord/cable

Coils of flexible cord, loose cable or reels that form part of the circuit shall not be permitted.

7. Protection of wiring

Final stand wiring

All electrical wiring, where liable to mechanical damage or interference, shall be tough overall sheathed or armoured, or enclosed in protective conduit, trunking or cladding. Conductive materials used to provide mechanical protection shall be efficiently bonded to earth. Where tough overall sheathed cables are used without further protection, ie, without armour or protective conduit trunking or cladding, such cables shall have stranded conductors and a degree of flexibility.

Temporary supplies

The wiring of temporary supplies shall be subject to the requirements above. In circumstances where full mechanical protection is impracticable the supply may be provided if the circuit has a 30mA RCD installed.

Exhibitors and contractors are strongly advised to use cordless power tools during build-up and breakdown. If temporary power is required, a supply must be ordered from EC&O's nominated mains contractor. The use of the venue's permanently installed socket outlets is not permitted.

8. Local switches and socket outlets

Local switches

Shall be fixed out of reach of the public and shall be mounted and protected in a similar way to distribution fuse boards (see 5.1.4 'Location of boards').

Socket outlets

- a. Construction:
Socket outlets shall conform to BS 1363 (1984), be of metal clad industrial type or suitable equivalent to BS 1363 (1995) for mechanical protection and be provided with suitable entry protection.
- b. Location:
Socket outlet enclosures shall be securely fixed to floors, walls or partitioning in such a way, that they shall not be subject to mechanical damage and shall not be located less than 2.5 metres (measured horizontally) from any sink unit. Where this is unavoidable, 30mA RCD protection shall be installed. Wall sockets shall be a minimum of 300mm above floor or work surface level.
- c. Water heaters:
Water heaters shall be connected via fused spur outlets, **not socket outlets**.
- d. Floor sockets:
Where a floor-mounted socket is essential, it shall be adequately protected from the accidental ingress of water and be of surface-mounted pattern.

Plugs

- a. Multiple connections:
Not more than one flexible cord shall be connected to one plug.
- b. Fuses:
The rating of fuses in fused plugs shall be appropriate for both the equipment and connected flexible cord.
- c. Non-flexible cords shall not be connected into domestic type 13 amp plugs.
- d. The use of plugs/sockets where the plug polarity can be reversed is prohibited.

Adaptors

- a. Restrictions:
Multi-way plug-in and bayonet adaptors shall not be used.

- b. Limitations of use:
The use of trailing/block type four-way fused sockets shall be restricted to the following:
 - One four-way unit per fixed socket outlet, subject to a maximum loading of 500 watts. The plug shall be fused accordingly.
 - A maximum flexible cord length of two metres from plug to trailing block unit.

- c. Extension cabling:
The use of solid core cabling as extension leads is prohibited.

9. Electric motors

Isolators

Every motor shall be provided with an effective means of isolation on all poles and such isolators shall be adjacent to the motor which they control.

Starting

Motors in excess of 7.5kW (10 hp) shall be fitted with current limiting devices for starting, ie, shall not be started 'direct on-line'. However, where the direct on-line starting of a motor is essential to the satisfactory operation of the machine, details of such requirements shall be submitted to EC&O in advance for dispensation.

Overload and no volt release

Every motor in excess of 0.375kW (1/2 hp) shall be fitted with a starter with an overload release in each phase line.

Motors shall be fitted with means to prevent automatic restart after a stoppage. For instance, unexpected re-starting of the motor may cause danger if a drop in voltage or a failure of the supply were to occur.

10. Guarding equipment

Electrical equipment and exhibits

Electrical equipment and exhibits shall be guarded as necessary to prevent accidental contact with live metal, moving parts, live terminals etc and short circuiting.

Conditions of operation

Proper consideration shall be given to the conditions under which the equipment is being demonstrated, which may well differ from the conditions under which it is normally installed and for which normal safeguards will no longer be appropriate.

Light fittings

Light fittings mounted below 2m from floor level or otherwise accessible to accidental contact shall be firmly and adequately fixed and so sited or guarded as to prevent risk of injury to persons or damage to materials.

Heat generation

Incandescent lamps and other apparatus or appliances with high temperature surfaces shall, in addition to being suitably guarded, be arranged well away from combustible exhibits to prevent contact. Stands containing a concentration of electrical apparatus, light fittings or lamps liable to generate abnormal heat shall have well ventilated ceilings, which shall be made of incombustible materials.

11. Transformers and frequency converters

Step-up transformers

Step-up transformers shall not be installed without the written permission of EC&O. Where such permission is requested, drawings and full details shall be submitted at the time of application. However, where step-up transformers are used as an integral part of any electronic

apparatus, appliance or equipment, or where they conform to the customary practice within a particular industry, or where the installation of the transformer conforms with the conditions of paragraph 5.1.18 below, no such permission will be required.

Step-down transformers

Step-down transformers shall have separately wound primary and secondary windings. The iron core and frame shall be connected to earth. In addition to the normal fuse protection on the phase line(s) of the primary circuit, the secondary circuit shall be fitted with fuse protection in the phase line(s) with 3 phase transformers and the neutral connected to earth.

Auto-transformers

Auto-transformers shall not be used except as integral parts of motor starters unless the written permission of EC&O has been obtained.

Location

Transformers shall be placed in positions out of reach of the public and shall be adequately ventilated.

Oil-filled transformers

Oil-filled transformers containing more than 20 litres of oil shall be mounted in a suitable catch-pit or tray capable of containing the entire quantity of oil plus a margin of 10%.

Frequency converters

EC&O shall be notified in advance of the intention to provide apparatus to convert the frequency of the electrical supply to any machine or exhibit.

12. Space for working

Electrical apparatus (other than exhibits and portable equipment) shall be fixed in a position with adequate space for operation and maintenance.

13. Chokes and capacitors

Location

Choke and capacitor equipment for fluorescent lighting shall be fixed in accessible and well-ventilated positions and separated from combustible material by non-combustible material or an air gap of at least 10mm.

Connecting wiring

Where choke and capacitor equipment for fluorescent lighting is not contained within the light fitting, any connecting wiring exceeding 1m in length shall be of PVC sheathed or PVC insulated flexible construction and be placed well away from readily flammable articles. Installation under flooring or in spaces enclosed by stand construction is prohibited.

14. Suspended light fittings

Suspended light fittings (other than single lamp pendants) shall be provided with adequate means of suspension independent of the electrical conductors. Heavy light fittings shall be provided with a secondary means of suspension.

15. Lighting of cages

Any artificial lighting of cages or enclosures for livestock shall be arranged outside the cages or enclosures and any heating shall be to the satisfaction of the relevant Authorities.

16. Lighting of signs

Fixing

Electrically operated or illuminated signs shall not be fixed on woodwork or cloth unless protected by non-combustible material.

Construction and Wiring

Internally illuminated signs shall be constructed of approved materials, adequately ventilated and wired with approved cables (not flexible cords), which are related to the expected internal ambient temperature.

Location

Illuminated signs, which in any way resemble exit notices and similar mandatory signs, shall not be positioned in such a way as to cause confusion to the public.

17. Lighting of showcases

Externally

Unless the exhibits are of an incombustible nature, showcases shall be illuminated from the outside only.

Internally

Internally illuminated showcases shall be constructed of approved materials, wired in approved type cables (not flexible cords) and adequately ventilated.

18. Electrical discharge lamp installations

Discharge tube signs or lamp installations used as illuminated units on stands, or as part of an exhibit, whether of high or low voltage operations, shall be regarded as high voltage for the purpose of these Regulations, and conform to the following conditions:

Location

The sign or lamp exhibit shall be installed out of reach of or adequately protected from the public.

Installation

- a. Signs:
The fascia or stand fitting material behind luminous signs of this nature shall be of non-combustible material and protected, as required by BS7671 (IEC364).

- b. High voltage gear:
High voltage gear shall be mounted on incombustible material and protected as required by BS7671 (IEC364).

Fireman's switch

A separate electric circuit must be used to supply such signs or lamp exhibits. It shall be controlled by an approved pattern 'Fireman's Emergency Switch' in accordance with the licensing authority's requirements.

Approval

Those responsible for installing this type of apparatus shall advise EC&O of their proposals prior to installation on site. No installation of this type will be permitted unless approved by EC&O in writing.

19. Electrical cookers, kettles, irons, radiators, etc**General**

The use of radiators or heaters with exposed elements is not permitted. Any apparatus which has a hot surface and all electrical appliances such as electric kettles, radiators, irons etc, shall be guarded where necessary and stood or mounted on incombustible material. All such appliances which are liable to exceed a surface temperature of 70°C shall be supplied from a socket outlet having a pilot lamp indicating whether the appliance is switched on or off. Kettles, irons, radiators and similar appliances shall not be connected to the lighting circuit; they shall be separately connected to the electrical supply or in accordance with 5.1.6 'Power circuits'. Electric cookers shall be wired on an independently fused final sub-circuit.

See also Section 1 of these regulations (Conditions), Testing, point d.

Electric kettles

Electric kettles shall be fitted with an automatic safety device, so that, in the event of boiling dry, the kettle will automatically be disconnected.

Adjacent construction

Walls adjacent to all electrical cookers, irons, kettles, hotplates, etc, shall be protected with non-combustible material. Shelves are not allowed immediately above any of the appliances. Adequate ventilation shall be provided.

20. Batteries

General

Charged batteries may only be exhibited as part of electric lighting, ignition or starting for motor vehicles, boat engines, small demonstration house lighting or other small working devices. No stand lighting shall be connected thereto. The use of approved purpose-made self-contained secondary light fittings of a maintained or non-maintained pattern will be permitted provided they are connected to a 24-hour supply.

Terminals

All charged battery terminals, whether in use or not, shall be fitted with a cover of incombustible material.

Switches and fuses

A double pole metal-clad switch with suitable fuses shall be fitted and shall control all appliances.

Charging

- a. Current regulations:
The battery charging unit shall be of an approved type and fitted with an automatic current regulator which cuts off mains supply to the rectifier when the battery is fully charged.
- b. Times for charging:
The battery shall only be charged on the stand at times when the public is not in the hall.
- c. Charger isolation:
The circuit to the charger unit shall be directly connected to EC&O's supply with its own isolator. It shall be separate from all other circuits to permit the isolation of these other circuits without affecting the charging circuit.

- d. Enclosure:
The vehicle or equipment and its charger must stand in a free and enclosed space. The battery box cover must be removed and the gas vents of the cells shall be cleared and inspected daily.
- e. No smoking signs:
'No Smoking' signs shall be displayed in the vicinity of the charging operation.

Batteries not in use

Charged batteries not in use on exhibit vehicles or other exhibits shall be disconnected at both terminals.

21. Harmonic distortion

EC&O's mains generally provide an acceptably 'clean supply'. No protection is incorporated in the mains to counteract interference produced by others' equipment connected to the same source of supply. All sensitive/vulnerable equipment should be protected by filters.

Electrical equipment which produces harmonic distortion can cause problems for the local area supply board, EC&O and others in the hall. This equipment may only be used if adequate precautions are in place and harmonic filters are used.

- The installer is liable for any costs incurred to overcome harmonic problems.
- The installer is liable for any costs/damage to EC&O's or others' supply equipment.
- EC&O reserves the right to refuse to connect any suspect equipment and disconnect any problem equipment.

22. Electromagnetic compatibility (EMC)

Electrical equipment radiating a magnetic field could cause problems for EC&O and others in the hall. This equipment may only be used if adequate precautions and suitable screening is provided.

- The installer is liable for any extra costs incurred to overcome magnetic problems.

- The installer is liable for any costs/damage to EC&O's or others' supply equipment.
- EC&O reserves the right to refuse to connect any suspect equipment and disconnect any problem equipment.

Appendix B - Food Safety and Hygiene Regulations

General guide for event licensees, exhibitors and concessionaires who dispense food and drink at Earls Court and Olympia.

References

- Food Safety Act 1990
- Food Hygiene (amendment) Regulations 1990
- Food Hygiene (Markets, Stalls and Delivery Vehicle) Regulations 1966
- Food Safety (General Food Hygiene) Regulations 1995
- Food Safety (Temperature Control) Regulations 1995
- Environmental Protection Act 1990

Each stand from which food and/or drink is dispensed is categorised as a food premises under legislation and is therefore subject to applicable food premises legislation under the Food Safety Act 1990.

It is in your interests to read this guidance carefully to ensure that you and your staff fully meet the standards as laid down by law. Please contact the relevant Environmental Health Department or the Earls Court and Olympia catering manager if you have any queries. This guide should be read in conjunction with the regulations above and should not be regarded as a substitute for them.

Training and supervision

All staff should be properly supervised and instructed to ensure that they work in a hygienic manner. A greater degree of supervision may be needed for new staff awaiting formal training/less experienced staff and staff handling high-risk foods. Further information on required training can be found in the Industry Guide to Good Hygiene Practice: Catering Guide.

Risk assessment

Anyone who sells or processes food is legally bound to identify the risks associated with their operation.

The Department of Health has issued guidance on this subject and recommends caterers carry out risk assessments using a system known as 'Assured Safe Catering', the main steps of which are:

- a. Identify hazards.
- b. Define control measures.
- c. Establish if they are critical.
- d. Set targets and limits for critical control points.
- e. Monitor if necessary.

Summary of legal requirements applicable to events

1. No food stand may be used if it is in a poor sanitary condition, or in such a condition as to expose food to the risk of contamination.
2. The stand/kitchen/food preparation and dispensing areas must be in good order and repair to enable them to be cleaned easily and properly. This means all the surfaces likely to be soiled during the event should at least be sealed or gloss painted. It is recommended that a suitable non-slip floor covering is provided on the service side of the counter and in the kitchen. Carpeting or bare flooring is not considered suitable.
3. The kitchen/food preparation area must be of an adequate size to meet potential demand and should include adequate storage (refrigeration and ambient), water and waste facilities.
4. Any foods likely to support the growth of pathogenic micro-organisms or toxins shall be maintained at a temperature of 8°C or below.
5. Any article or equipment, which is likely to come into contact with food, must be kept clean and be constructed of materials that are not absorbent and can easily and properly be cleaned.

6. All food containers must be kept clean.
7. All food on a stand must be protected from risk of contamination likely to render the food unfit for human consumption, injurious to health or contaminated in such a way that it would be unreasonable to expect it to be eaten in that state.
8. Any food which is unfit for human consumption, unsound or unwholesome must be kept apart from any other food and labelled 'unfit food'.
9. Open foods must not be placed less than 45cm from the ground.
10. All food handlers working with open food must:
 - a. keep their hands, etc, clean.
 - b. keep their clothing clean.
 - c. cover all cuts, etc, with a blue waterproof dressing.
 - d. not spit or smoke whilst handling, or in a room containing open food.
 - e. wear clean and washable over-clothing.
11. Personal clothing should not be kept within an area where open food is handled, unless it is stored in appropriate accommodation, ie, lockers/cupboards.
12. No one suffering from gastro-enteritis, dysentery, any infection, boils or septic cuts, etc, likely to cause food poisoning, shall be allowed to handle open food. They should contact their doctor immediately.
13. Rubbish and waste must be disposed of in suitable, closed containers.
14. Each stand where open food is handled, prepared or dispensed must be provided with a supply of **blue** waterproof plasters and bandages for first aid. Where kitchen facilities are required to facilitate a catering operation, the higher standard of first aid box,

complying with the Health and Safety (First Aid) Regulations 1981, must be provided, or other suitable arrangements made.

Washing facilities

It is the responsibility of each exhibitor or concessionaire to assess the extent of their operation and ensure that adequate and suitable washing facilities and refrigerated/frozen facilities are provided.

The washing facilities required are determined by factors such as the public health risks posed by the operation, the scale of the operation, types of food, equipment and serving container (disposable/reusable), etc, used. Where the sharing of facilities is proposed, exhibitors/concessionaires must liaise with each other and the organisers prior to the event, in order to ensure that the overall provision of facilities adequately services all exhibitors/concessionaires when operating at maximum capacity.

The exhibitor/concessionaire should use the following guide to decide which category they fall into, in order to determine the washing facilities required. Please note that the following guidance contains both legal requirements (in italics) and recommendations of good practice.

If exhibitors are unable to decide which category they fall into, or whether the facilities they propose to use are in compliance with the legislation below, they should contact EC&O's catering manager or the event organiser for clarification.

Category A: Open food preparation and processing

Stands which fall into this category include:

1. Production kitchens for hospitality catering involving preparation/processing of food on site or handling of open, high-risk foods.

Examples: Client catering areas, demonstration kitchens.

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2. Production kitchens with preparation of food for service to the public involving high risk food preparation/production on-site.
Examples: Takeaway meals, cooked/smoked pâté, fish and chips, cooked/smoked meats, pies, sausages, burgers, frozen foods, sandwiches, rice dishes, kebabs, cream cakes, open dairy products, Indian, Chinese and other oriental food, seafood, vegetarian food, pizza.
 3. Large-scale coffee and tea bars set up for sampling by the public and industrial water heaters.
 4. Bars set up to serve alcoholic beverages to the public.

The legal requirements for washing facilities on Category A stands are:

- a. A hand wash basin supplied with hot and cold running water. Materials for cleaning hands and hygienic hand drying.*
- b. A sink with constant, piped supplies of hot water and potable cold water, ie, drinking water supplied in a safe and hygienic manner.*

The stipulations in *a.* and *b.* above are the minimum legal requirements when preparing and handling open food. Clearly there will be situations where the size and nature of the catering operation will require additional washing facilities. Exhibitors and concessionaires are required to assess their operations and ensure that adequate additional washing facilities are provided where necessary.

It is recommended that larger operations provide at least a double-bowl sink, as opposed to the single sink stipulated in point *b.* or, alternatively, consider the provision of a dishwasher which can accommodate the largest utensil proposed for use in addition to a single sink. Furthermore, it is recommended that if there is a significant level of food preparation involving the washing of food, ie, prepared salads etc, an additional sink is provided solely for this purpose in order that there are separate hand washing, food washing and equipment washing facilities.

Diligent, well-planned operations may be able to utilise one double sink for both food washing and equipment washing, provided there is adequate disinfecting of the sink between such uses. *In all cases, the hot water supply must be instantaneous and constantly available.*

It is suggested that the hand washing facilities should be no further than 3 metres from any preparation area. It is also recommended that facilities for hand washing, food washing and equipment washing are labelled as such, by means of a suitable notice fixed adjacent to them, to ensure that each facility is used for its exclusive purpose.

Category B: Open food service requiring provision of a wash basin only

Stands which fall into this category feature operations using either disposable or no utensils/crockery and dispensing of food only ie, no cooking or processing, such as:

1. Equipment demonstration: samples of food given to the public, open food prepared off site then cooked or processed with minimal handling.
2. Soft ice cream, no scoop.
3. Tasting of food samples, ie, product testing/tasting of food products prepared elsewhere and transported to site. Minimum food handling.

The legal requirements for washing facilities on Category B stands are:

- a. *A hand wash basin supplied with hot and cold running water. Materials for cleaning hands and for hygienic hand drying.*
- b. *No sink is required, provided utensils are discarded when soiled.*

Category C: Pre-wrapped/low-risk foodstuffs

Stands which fall into this category include operations with non-perishable, open foods for consumption that cannot support the growth/formation of pathogenic micro-organisms or toxins eg, crisps, nuts, biscuits and foods not for consumption to be thrown away after display/preparation, such as:

1. Ice cream or water-ice to be sold or given away, wrapped foods. No food handling.
2. Small scale service of tea and coffee on a hospitality basis to public or clients on a stand.
3. Use of disposable crockery/cutlery, wrapped biscuits or confectionery, kettle.

The legal requirements for washing facilities on Category C stands are:

No washing facilities are required. However, facilities within the venue must be identified and accessible for cleaning equipment, shelving, counters and spillage.

Waste disposal and drainage/disposal of waste water

Waste materials, however innocuous, shall not be abandoned on site and must be deposited in accordance with the organiser's instructions, rules and regulations.

Exhibitors/concessionaires utilising mobile washing facilities or a mixture of plumbed and mobile facilities must not dispose of waste water down any hand washing facility. Furthermore, waste water must not be disposed of in any of the sanitary accommodation throughout the venue.

Exhibitors should liaise with the event organiser with a view to having designated disposal facilities made available. Ultimately, disposal of

waste water, if not via a plumbed system, shall be carried out in a safe and hygienic manner. Cooking oil **must not** be disposed of down the sink or any drains, but must be placed into containers, sealed and removed off site.

Use of live fish for catering or other purposes

The use of live fish, including live molluscs eg, oysters, clams, for catering or other purposes within the venue, requires the prior written approval of EC&O.

Preparation, cooking and dispensing of food

Kitchens and cooking arrangements

Kitchens must comply with EC&O's stand construction regulations. See A-Z Section, 'Stand Construction'.

Cooking appliances

Appliances which run on LPG are **not permitted** for cooking purposes. Mains gas or electricity must be used. See A-Z Section, 'Gas' for regulations concerning positioning and safety of gas appliances.

Where required by the Licensing Authority, units shall be provided with metal hoods fitted with grease filters, from which the extract shall be ducted direct to the open air. Fan motors shall be external to the air stream.

Deep fat fryers

These **must** be provided with thermostatic controls which will cut out at 200°C in accordance with BS 5784: Part 2 (Electric) and BS 5314: Part 4 (Gas), thus preventing overheating of the oil and subsequent flashover. Appliances that do not conform to this standard **must not be used**. This requirement is not applicable to tabletop-type domestic fryers. All fat fryers shall be provided with suitable protective shields when positioned in close proximity to spectators and shall be installed and operated in accordance with the relevant standards.

In exhibitions where large numbers of stands are involved in cooking, whether for demonstration or the sale of food, ventilation may be necessary from the stand to the open air. This will depend on the volume and concentration of cooking within the venue. Deep fat fryers shall be located appropriately on a stand to prevent endangering anyone in a gangway in case of flashover.

See also Appendix A: 'Regulations for Stand Electrical Installations', A-Z Information: 'Catering', 'Construction Materials', 'Gas', 'LPG' and 'Stand Construction'