



EUROPE

02 - 04 June 2015 | Olympia | London | UK

# Infosecurity Europe 2015

## Contractor Manual

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## **New for Infosecurity Europe 2015**

### **Venue**

Infosecurity Europe 2015 will be held at Olympia. The full contact details are:-

Olympia Exhibition Centre  
Hammersmith Road  
London  
W14 8UX

T: +44 (0) 207 385 1200

[www.olympia.co.uk](http://www.olympia.co.uk)

### **Stand Plan Submission**

Infosecurity Europe and Reed Exhibitions have set up a new online system for the submission and managing of stand plans. This includes a website which you or your contractor can access, to upload stand plans, obtain important information and see where your stand plan submission is currently and what further information we may require from you in order to grant permission to build. You are also able to upload files in relation to your stand plan by replying to any emails received from [reedexhibitions@standplans.co.uk](mailto:reedexhibitions@standplans.co.uk)

An email will be sent to our main contact once the system is live for Infosecurity Europe 2015.

For more information please see the [Stand Plan Submission](#) section below.

### **Build Height Restrictions**

In certain parts of the venue there are additional build height restrictions. It is the exhibitor's responsibility to check if their stand is affected. For more information on this please contact the [Operations Team](#).

### **Ceilings on Stands**

Some stands are visible from the gallery edge so you must ensure that any store rooms, meeting areas, light soffits, fascia e.g. any undressed stand build is covered with a muslin ceiling and cables are kept tidy. This relates to all stands in the centre well area of the Grand Hall. If you are unsure whether this affects you then please contact the [Operations Team](#).

### **Traffic Marshalling and Accessing the Venue**

All exhibitors and contractors who are bringing stand materials and product to site to Olympia and want to unload or load a vehicle on site will need to book a time slot on the Olympia Traffic Marshalling system. The date will be confirmed in due course when you will be able to book vehicles in to the system. Once you are registered on the system, booking your space is a quick 3 step process that will ensure that when you come to site you are able to unload straightaway without any delays.

There is a time limit of 30 minutes unloading for cars, 1 hour for vans and ½ tonne vehicles and 2 hours for large lorries. Once you have unloaded your vehicle you will need to remove it from the unloading space immediately.

IT IS COMPULSORY THAT EVERYONE WHO REQUIRES VEHICLE ACCESS TO SITE DURING BUILD UP AND BREAKDOWN PRE-BOOKS THEIR DETAILS INTO THE TRAFFIC ONLINE SYSTEM. FAILURE TO DO THIS WILL RESULT IN DELAYS ONSITE. The only exception to this is courier companies who are not required to book in to this system.

### **Pillars on Stands**

Some stands include venue pillars. It is the exhibitor's responsibility to check if their stand is affected. Please [click here](#) to email the Operations Team.

### **Electrics**

Where your stand is located in the halls will determine if the electricity will come from the floor, from the pillars and also from above your stand. Please [click here](#) to email the Operations Team.

### **Water & Waste**

In some areas within Olympia it will not be possible to have water and waste. Please contact the [Operations Team](#) for more information.

### **Rigging**

Rigging of branded items i.e banners, lighting truss or truss is **no longer** permitted at Infosecurity Europe.

The only rigging permitted is structural support for stand fitting. However in many parts of the venue rigging will not be available. For more details please contact the [Operations Team](#).

Please note that the maximum height for stand fitting is 6m however please note that there are varying height restrictions throughout the hall.

All structural support rigging has to be agreed by the [Operations Team](#)

There are sponsorship opportunities for banners available. If you are interested in taking banner space please call the sales team on +44 (0)20 8910 7810/7081/7047 or email [alex.vanrensburg@reedexpo.co.uk](mailto:alex.vanrensburg@reedexpo.co.uk), [greg.fleming@reedexpo.co.uk](mailto:greg.fleming@reedexpo.co.uk) or [Leah.williams@reedexpo.co.uk](mailto:Leah.williams@reedexpo.co.uk).

### **Lifting/Forklifting**

Please note that no forklifts are permitted on the upper level of Olympia. For details on unloading please contact our official logistics contractor Agility to discuss your requirements.

## **Exhibition Timetable**

### **Build dates & Times**

Saturday 30th May	08:00 – 18:00	Space only Stand Construction
Sunday 31st May	08:00 – 18:00	Space only Stand Construction
Monday 1st June	08:00 – 20:00	Space only & Shell Scheme Stand Dressing

### **Open Dates & Times**

Tuesday 2nd June	09:30 – 17:30
Wednesday 3rd June	09:30 – 17:30
Thursday 4th June	09:30 – 16:00

### **Breakdown dates & Times**

Trolleys and barrows are permitted on the exhibition floor once the hall is empty of visitors. We estimate that this will be 16:30hrs on Thursday 4th June 2015.

Thursday 4th June	16:15 – 18:00	Removal of portable exhibits and displays
Thursday 4th June	17:00 – 22:00	General dismantling of stand fitting
Friday 5th June	08:00 – 12:00	General dismantling of stand fitting

### **Important Information**

- The dates and times above can be changed at the discretion of the Infosecurity Europe Operations Team.
- All shell scheme exhibitors should remove their displays before 18:00 on Thursday 4th June 2015 as dismantling of shell scheme stands will begin at this time.
- All exhibits, stand fitting waste etc. must be removed by 12:00hrs on Friday 5th June 2015. Any waste or materials left for the Organisers disposal will be charged back to the exhibitor/contractor
- All vehicles requiring access to site need to ensure they register their details through the Olympia Traffic Marshalling System.

## **Deliveries, Storage & Lifting**

This section contains information on how to get items delivered to Infosecurity Europe 2015, how you can store them (if you don't have enough room on your stand) and if you have any heavy items how you can get these delivered and moved around the exhibition.

### **Accessing the Venue**

All exhibitors and contractors who are bringing stand materials and product to Olympia and want to unload or load a vehicle onsite will need to book a time slot on the Olympia Traffic Marshalling system. Once you are registered on the system booking your space is a quick 3 step process that will ensure that when you come to site you are able to unload straight away without any delays.

To book your time slot please go to: This section will be updated in due course and you will receive a separate email with a link to book your slot once the online booking system is open.

Once logged in select the show that you are exhibiting at and state if you are an exhibitor or contractor. Next tick the unloading zone you would like to use, a plan and a description of the zones is available if you want to check which zone to use, then you will need to enter your stand number and Exhibition Company name. Select whether you are booking for a drop off for the build or a pick up for the breakdown and choose the size of the vehicle you are bringing. Add in your vehicle number plate and the name of the driver (if you do not have this information now you can add it later) and then add in the postcode of your journey start point.

The next stage will show you the available days you can choose. Select one and then select time slot. You will then be asked to check your booking and confirm it. You can edit or delete it at any time. You can also print off your vehicle pass on site.

Exhibitors can either book in their stand contractors, or simply email the link to the contractor for them to book their own space.

There is a time slot of 30 minutes unloading for cars, 1 hour for vans and ½ tonne vehicles and 2 hours for large lorries. Once you have unloaded your vehicle you will need to remove it from the unloading space immediately.

IT IS COMPULSORY THAT EVERYONE WHO REQUIRES VEHICLES ACCESS TO SITE DURING BUILD UP AND BREAKDOWN PRE-BOOKS THEIR DETAILS IN TO THE TRAFFIC ONLINE SYSTEM. FAILURE TO DO THIS WILL RESULT IN DELAYS ONSITE. The only exception to this is courier vehicles such as DHL, TNT etc.

### **Delivery Address**

All deliveries to the show must be addressed to:-  
Contact Name

Company Name & Stand Number  
Infosecurity Europe 2015  
Olympia Exhibition Centre  
Hammersmith Road  
London  
W14 8UX

### **Deliveries during Build-Up**

Deliveries should not be sent to site until a representative of your company is present to sign for your delivery. The Organiser is unable to accept or sign for any deliveries on your behalf. No deliveries will be accepted before Saturday 30th May 2015.

For the most reliable, secure solution to ensure that your goods arrive safely and on time, we strongly recommend that you arrange shipping with the Infosecurity Europe 2015 recommended logistics provider, [Agility Fairs & Events](#). They will ensure that your goods are picked up from anywhere in the world, delivered to the show, stored until you are ready to receive them, deliver them directly to your stand and make arrangements to return any good safely.

Overseas and Non-EC Exhibitors should be aware of the custom procedures relating to duty and VAT payments. Agility Fairs & Events have to prepare all paperwork on your behalf should you book their services. For further information please email [ccook@agility.com](mailto:ccook@agility.com).

From our experience, we find that build-up is a very busy period and many courier companies either refuse to deliver to a show during this time, arrive late or arrive onsite and find that they are unable to get a signature and therefore leave with your goods. For these reasons we recommend using Agility Fairs & Events as your goods will arrive onsite before you do and stored safely until you are ready to receive them. Please contact:-

Agility Fairs & Events  
Contact: Carla Cook  
T: +44 (0) 207 069 5309  
E: [ccook@agility.com](mailto:ccook@agility.com)

### **Important Information**

Should you decide to ship with another courier company and are not able to be present to sign for your goods, [Agility Fairs & Events](#) can accept receipt and sign for the goods on your behalf for a small fee. This will need to be booked in with Agility in advance of shipping to the venue to obtain courier receiving instructions.

Delivery of items during the exhibition

If it is necessary for you to have a delivery during the show open period, please ensure that this is made 30 minutes before the show opens. Trolleys are not allowed on the show floor once the show is open and therefore any

deliveries will have to be hand carried. All deliveries must be made via the security office.

### **Removal of Items during Breakdown**

You must not commence the removal of items until the show is closed and all visitors have departed. Trolleys will not be allowed on the show floor until after this time. If you have arranged transport services with Agility Fairs & Events they will deliver any boxes to your stand and collect your goods once they are packaged, labelled and ready to go.

You must not leave any goods unattended on your stand (e.g. laptops, tablets, plasma screens etc.). If you have arranged for a courier to collect items, please ensure that you are on your stand to hand them over. The Organisers cannot be held responsible for any loss or damage to your goods.

All portable and valuable items must be removed as soon as possible after the exhibition, in any case by 18.00 on Thursday 4th June 2015. All materials, packaging and waste must be removed by 12.00 on Friday 5th June 2015. Any items left after this time will be treated as rubbish and you will be charged for the disposal.

### **Lifting**

[Agility Fairs & Events](#) are the official lifting contractor for the show. No other company may operate any lifting equipment inside the hall and around the perimeter of the venue. To order a forklift please contact Agility Fairs & Events, who will be happy to discuss your lifting requirements and provide you with a quote for their services. Please contact [Agility Fairs & Events](#).

Please note that no forklifts are permitted on the upper level of Olympia. For details on unloading please contact our official logistics contractor Agility to discuss your requirements.

### **Onsite Storage**

If you require storage onsite, you need to contact, [Agility Fairs & Events](#) who have storage facilities available. If you need a place to store empty cartons, boxes, literature etc. please contact Agility Fairs & Events, who will collect these from your stand, store them and deliver them back to you during breakdown.

No excess stock, literature or packing cases may be stored around or behind your stand.

Whilst every precaution is taken to ensure the safety and security of the storage areas, we cannot accept any responsibility whatsoever for any, loss or damage or consequential losses which may befall on your property.

## **Stand Build Regulations**

You will find below all the various stand build regulations for the space only stand that you have at Infosecurity Europe 2015.

You may also wish to refer to the [eGuide](#) which is a useful reference tool for all exhibitors and contractors

### **New for Infosecurity Europe 2015**

#### **Stand Plan Submission**

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Please refer to the [Stand Plan Submission section](#)

#### **Build Height Restrictions**

In certain parts of the venue there are additional build height restrictions. It is the exhibitor's responsibility to check if their stand is affected. Please contact the [Operations Team](#).

#### **Ceilings on Stands**

Some stands are visible from the gallery edge so you must ensure that any store rooms, meeting areas, light soffits, fascia e.g. any undressed stand build is covered with a muslin ceiling and cables are kept tidy. This relates to all stands in the centre well area of the Grand Hall. If you are unsure whether this affects you then please contact the [Operations Team](#).

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Please note that the maximum height for stand fitting is 6m however please note that there are varying height restrictions through the hall.

All structural support rigging has to be agreed by the [Operations Team](#)

There are sponsorship opportunities for banners available. If you are interested in taking banner space please call the sales team on +44 (0)20 8910 7810/7081/7047 or email [alex.VanRensburg@reedexpo.co.uk](mailto:alex.VanRensburg@reedexpo.co.uk), [greg.fleming@reedexpo.co.uk](mailto:greg.fleming@reedexpo.co.uk) or [Leah.williams@reedexpo.co.uk](mailto:Leah.williams@reedexpo.co.uk).

### **Lifting**

Please note that no forklifts are permitted on the upper level of Olympia. For details on unloading please contact our official logistics contractor [Agility](#) to discuss your requirements.

### **Balloons**

Helium Balloons (Blimps) & Toy Balloons are not permitted for use at Infosecurity Europe 2015.

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### **Complex Structures**

A complex structure is any form of construction of any height, which would normally be designed by an engineer and/or has, through a risk assessment, been found to provide significant risk. Structures over 4 metres in height, multi-storey stands, raised platforms and all suspended items are considered to be complex structures.

For all stands exceeding 4 metres in height, with 2 storeys, with a platform exceeding 600mm in height, or otherwise deemed to be complex structures drawings must be submitted to the Operations Team for onward submission to the venue, local authority and our structural engineer by:-

### **Deadline: Friday 24th April 2015**

These drawings must show the form and dimension of every structural element with appropriate general arrangement plan, sections and elevations, including full details of stairways. All calculations of loading and strength must be in English, and all drawings must be to scale. A Method Statement and Risk Assessment are also required by law.

All complex structures are subject to a pre-show check and onsite inspection by Reed Exhibitions appointed Structural Engineers.

**PERMISSION TO ENTER THE EXHIBITION PREMISES AND COMMENCE CONSTRUCTION WILL NOT BE PERMITTED WITHOUT THE FULL APPROVAL OF THE STRUCTURAL ENGINEER.**

The Organisers reserve the right to prevent work being carried out by, or on behalf of, any Exhibitor who has not submitted stand design drawings in accordance with these regulations.

Please refer to the [Stand Plan Submission](#) section for details of how to send your stand plans to us.

### **Demonstrations & Seated Audiences**

Any presentation/demonstration likely to interest groups of 10 or more people must be located towards the centre of the stand and clearly shown on stand drawings. If it causes obstruction within the gangway and/or nuisance to any other Exhibitor, we reserve the right to cancel the presentation/demonstration or restrict the frequency.

Audio Visual presentations/demonstrations must not exceed a 'reasonable volume'. If any presentation/demonstration causes obstructions in the gangways, and/or exceeds 'reasonable volume' causing a nuisance to

neighbouring stands, we reserve the right to restrict the number of or cancel such presentation/demonstration.

If you are having presentation/demonstrations on your stand please complete the stand permission form.

### **Dividing Walls**

On divided sites, you are responsible for erecting and decorating side and back walls facing onto your stand areas to a height of 2.5m. Walls above this height must be clad and decorated on both sides, with the reverse side being decorated from 2.4m upwards by the Exhibitor who has them erected. Such walls overlooking adjoining stands must be finished in a neutral plain colour only, with no company branding. The minimum height for dividing walls is 2.5m. The maximum height of dividing walls of single-storey stands is 4m.

### **Double Deck Stands**

Written application for permission to design stands of 2 storeys must be made directly to the organisers by Friday 24th April 2015. Such stands may be built to a maximum height of 6m (including any name sign or trade mark).

In the interests of the exhibition as a whole we reserve the right to determine the position of any 2-storey structure within a stand. The area occupied by the structure must not be greater than 50% of the total stand space.

### **Staircases**

When designing a double deck stand, please ensure that staircases are designed and built to comply with the following regulations:-

- A level landing must be provided at the top and bottom of each flight.
- Each landing must have an unobstructed length of not less than 1200mm.
- Flights shall have a minimum, unobstructed width of 1.1m
- Doors shall not swing across landings.
- Flights between landings shall contain no more than 12 risers where the treads are less than 350mm and no more than 18 risers where the treads are 350mm or greater.
- The tread and riser of each step must be consistent throughout a flight.
- The rise of each step must be between 150mm and 170mm.
- The tread of each step must be between 280mm and 425mm.
- Riser must not be open.
- All nosings must be made apparent by means of a permanently contracting material 55mm wide on both the tread and the riser.
- The projection of a step nosing over a tread below should be avoided, but if necessary it must not exceed 25mm.
- A continuous handrail must be provided on each side of flights and landings.
- A single staircase shall not exceed 1.8m in width.

- Where a staircase is divided into more than one channel, no single channel shall be less than 1m wide and an additional handrail must be provided between channels.
- Spiral staircases are only permitted for exhibiting staff use and not for members of the public.
- Helical stairs are permitted where they comply with this guidance and their use is approved by the venue.
- Cupboards formed beneath the staircase shall be lined throughout with non-combustible material.
- Purpose-built access to trailers, boats, caravans and other, similar exhibits must be risk assessed where they do not comply with the above regulations. As a minimum, they must comply with the following:-
  - The headroom must be a minimum of 2m.
  - The width may not be less than 450mm and must be at least equal to the width of the entrance to the exhibit.
  - The risers must not exceed 170mm in height (open risers not permitted)
  - Each tread must be a minimum of 280mm in depth
  - The width of landings at top and bottom must be equal to the width of the steps.
  - Handrails must be provided.

### **Handrails**

- The vertical height to the top of the upper handrail from the pitch line of the surface of a ramp, flight of steps or landings must be between 900mm and 1000mm.
- Handrails shall be continuous across flights and landings of ramped and stepped access.
- Handrails shall extend at least 300mm beyond the top and bottom riser of any steps.
- Handrails shall contrast visually with the background against which they are seen, without being highly reflective.
- The surface of handrails shall be slip resistant.
- Handrails shall be terminated in a way that reduces the risk of clothing being caught
- The profile of handrails shall be either circular, with a diameter of between 40 and 45mm, or oval, preferably with a width of 50mm.
- The clearance between the handrail and any wall shall be between 60 and 75mm.
- Double width staircases shall have a central handrail.
- The clearance between a cranked support and the underside of the handrail shall be at least 50mm.
- Handrails shall be non-climbable, i.e. with solid infills or vertical guardrails, which should be no more than 100mm apart and without horizontal members between verticals.

### **Barriers**

- Barriers shall be provided to protect exposed edges of staircases, landings, balconies, galleries and other changes of level. They shall:
- 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 BS6399-1
- Be non-climbable, i.e with solid infills or vertical guard rails a maximum of 100mm apart.

### **Double Deck Stands - Exits**

In ideal circumstances there will be a minimum of two separate staircases leading from any floor above ground level.

However in the following situation, a single staircase is acceptable:

- No more than 60 people will occupy the level served by the staircase at any one time (public, performers and staff inclusive)
- No part of that floor of the upper storey of a stand is more than 20 metres away from the gangway. This should be reduced to 15 metres where alcohol is being served on the upper deck.

The occupancy of the upper deck is calculated according to the use of the area. For example, if the upper deck has tables and chairs (e.g conference, sales area, bar or restaurant), the occupancy can be no more than 1 person per sqm.

For full details please contact the [Operations Team](#).

### **Early/Late Working**

If you have appointed a stand contractor to build your stand, you must be assured that the design of the stand is such that it can be built within the exhibition timetable.

Early or late working outside of the published timetable may be permitted at the Organisers discretion and will be subject to a £200 +VAT per hour charge.

### **Electrical Installations**

Exhibitors and contractors must comply with The Electricity at Work Regulations, the IEE Wiring Regulations, the EVA Electrical Regulations and the venue's electrical regulations.

All work must be carried out by competent and qualified electricians and all temporary installations must be protected by an RCD and inspected before power is supplied to the stand. All electrical installations should be carried out by the official contractor. During the build up and breakdown power must only be taken from the temporary supplies provided by the official electrical contractor and not from cleaners' sockets or other hall sockets. Please contact the Electrical Contractor to arrange a temporary power supply. Power will be switched off 1/2 hour following show close on each day, particularly on the last day of show as power will not be re-connected after this time.

There should be sufficient correctly installed and rated power sockets to preclude the use of extension leads and long trailing flexes. If essential, extension leads must be correctly fused and limited to one per socket. Multi-sockets must not be used.

## **IMPORTANT CHANGES THAT AFFECT EVERY STAND AT UK EXHIBITIONS**

The regulations for temporary electrical installations in the UK has changed. This change affects your stand so please read the summary below.

Every electrical circuit in a temporary installation (such as at an exhibition) now requires additional safety testing when it is installed. This is a change that affects the whole UK and is not specific to the exhibition industry, our show or venue.

This is a significant change and the UK exhibition associations have worked together to create a new process for this testing that minimises the impact and cost on our exhibitors. The costs are solely to cover the labour involved in the testing. These changes are described below:

### **Shell Scheme Exhibitors**

Shell scheme installations are relatively simple, are installed by the official electrical contractor but there are a lot of them. Therefore we have been able to minimise the costs of testing any one installation. When shell scheme exhibitors order any additional electrical item from the order form they will automatically be charged a one off flat fee of £15+VAT to test their stand. This contributes towards the cost of the testing, the official electrical contractor will do the test and there is nothing else the exhibitor needs to do.

### **Space Only Exhibitors who use the official electrical contractor to install their electrics**

Most exhibitors building their own stand use the official electrical contractor to do the electrical installation for them. When the official electrical contractor quotes for the installation they will also automatically include the cost of the additional testing. This cost will vary depending on the complexity of the installation but it will be no more than £150+VAT.

### **Space Only Exhibitors who buy the mains only and use their own electricians to install their circuits.**

A few large exhibitors buy only the mains supply from the official electrical contractor and their own stand builder's electricians do the installation. When they order this 'mains only' supply the official electrical contractor already do some checks and approve them as being competent to do their own installation. This process will now be more rigorous and the stand builder's electrician will now need to be approved as competent to install and test their own installation. If the stand builder's electrician cannot or does not want to do their own testing then the official electrical contractor can quote for that work.

PLEASE NOTE: Some electrics on stands are designs as 'plug and play' this

means that often the stand builder's electrician who comes onsite is not a qualified electrician as they are only plugging items together. However these electrics now need to be tested once they are all plugged together. If you have qualified electricians on your stand they will be able to do this testing themselves and there will be no additional cost to you. However, if your electricians are not qualified then you will need to ask your stand builder to bring someone who is qualified or get a quote for the testing from the official electrical contractor.

For more information please refer to the [e-guide](#).

Where your stand is located in the halls will determine if the electricity will come from the floor, from the pillars and also from above your stand. For more information please contact the [Operations Team](#)

### **Enclosed Stands**

The inclusion of large enclosed areas within a stand will only be permitted with the organisers' prior written consent. Please contact the [Operations Team](#).

### **Exhibition Timetable**

Please refer to the timetable for the build-up and breakdown schedule.

The design of your stand must be such that it can be erected and dismantled within the published build up and breakdown timetable.

### **Equality Act**

It is the exhibitor's responsibility to remove all barriers to service and comply with the Equality Act. Where there is a platform on a stand a reasonable adjustment is to incorporate a ramp into the platform on the stand. If this is not possible then a signed point should be created where disabled people can be served off the platform at ground level. The stand needs to be accessible to all. Please note the following when designing your stand:

- Ensure that your stand incorporates enough space. The Equality Act requires 1.2m aisle width – though only 750mm for an internal door – suggesting that 750mm would be enough
- The gradient of any ramp should be no greater than 1:12
- If a stand is a double-deck then it is probably not practical to offer lifts. Therefore please ensure that any services – such as refreshments can be brought downstairs on a tray for those that need it.
- Serving counters should have a low access point no higher than 760mm or a lap tray should be provided for the convenience of disabled people.

### **Fire and Safety Regulations**

All stand construction and displays must be made from fireproofed materials and installed to the satisfaction of the authorities. Any goods attached to your stand will constitute part of your stand and will be subject to these regulations.

### **Timber Used In Stand Construction & Displays**

All timber under 1 inch (25mm) thick must be impregnated (pressure process) to BS476 PART 7 CLASS 1 Standard. Boards, plywood, chipboard etc must be treated in the same way if they are less than 18mm thick. Timber over 1 inch thick need not be treated & M.D.F. is acceptable in most cases. Treated boards will have BS 476 - PART 7 - CLASS 1 marked on them.

### **Plastics / Stand Dressing**

All plastics must conform to BS 476 - PART 7 - CLASS 1 Fire Regulations. Lexan and Macralon are acceptable. PERSPEX must not be used. Artificial plants and flowers which are combustible and give off toxic fumes must not be used for stand dressing. Silk type flowers are acceptable providing they have been fireproofed to BS 476 PART 7 and are marked as such. Plastic security night-sheets must also conform to the above standard.

### **Fabrics Used In Displays**

Textile fabrics used for interior display purposes on the stand must be FLAMEPROOFED or purchased already treated by use of approved chemicals, in accordance with BS 5438 & BS 5852. Certain fabrics need not be proofed, i.e., wool, twill or felt. Textile fabrics used for interior decorative purposes within stands must be fixed taut and or in tight pleats (not draped) to a solid backing and secured 3 inches above floor level and not touching any light fittings.

### **Paints**

Cellulose paints are flammable and must not be used for stand dressing. Water based paints must be used.

### **Flooring**

The exhibition floor is NOT carpeted and therefore Space Only Stands are permitted to lay carpet directly on to the venue's concrete floor. Exhibitors with adjoining blocks of stands will not be permitted to place their own carpet in the gangways.

No structural element may be attached to the floor of the exhibition premises without the written consent of the venue. Carpet may only be fixed to the venue floor with approved carpet tape.

All carpet tape must be removed and any charges for the removal of carpet tape left on the floor at the end of breakdown will be passed direct to exhibitors.

### **Floor Loading Restrictions**

Grand Hall Ground Floor	3.2 tonnes per sqm
Grand Hall Gallery Level 1	410kg per sqm
West Hall Ground Floor	3.2 tonnes per sqm
West Hall Gallery Level 1	730kg per sqm

If you are exhibiting any items over this limit please inform the [Operations Team](#) as soon as possible.



### **Gangways and Emergency Exits**

The gangways at Infosecurity Europe 2015 are the minimum permissible by law. Under no circumstances will exhibits be allowed to encroach into gangways. Please keep your exhibits inside your stands at all times.

Doors and gates forming part of an escape shall be provided with a vision panel of clear glazing at sight level and must be hung to open in the direction of escape, clear of any steps, landings or gangways. Where necessary doors must be recessed so as not to open onto or obstruct the required width of any gangway or other escape route. Such doors shall be free from fastenings other than panic bolts in accordance with BS EN 1125.

Bridging and carpeting over gangways is not permitted.

### **Height Limit**

The overall height of stand fitting for single-storey stands including cladding of columns is 4m from the floor level. Requests to exceed this height will only be considered provided that they are submitted to us in writing and accompanied by full technical drawings and structural calculations by Friday 24th April 2015. Any construction over 4m is classified as a complex stand.

For those areas which are not structurally limited to a lower height, a restriction of 6m is imposed by the organisers.

### **PLEASE NOTE:**

There are further restrictions in some areas because of the ceiling heights, heating and ventilation systems, under the gallery level. There are several stands on the ground floor that include Pillars (Supporting columns for gallery level) and some stands height restrictions are limited due to their location on the floor.

Please contact the [Operations Team](#) for approval of your particular site or to check the height limit for your stand. It is also recommended that you carry out a site visit.

### **Lifting and Logistics**

The official Lifting and Logistics contractor, [Agility Fairs & Events](#), will be the only company permitted to operate forklift trucks and cranes in the halls.

The use of vehicle mounted 'HIAB' type cranes and self-drive lifting equipment and de-mountable forklift trucks will not be permitted within the halls or offloading areas.

[Agility Fair & Events](#) will be happy to provide you with advice and a quotation for your requirements. Exhibitors planning to transport their goods through an international courier are recommended to use the services of [Agility Fair & Events](#) who have special facilities in place for the event.

### **Lifting**

Please note that no forklifts are permitted on the upper level of Olympia. For details on unloading please contact our official logistics contractor [Agility Fairs & Events](#) to discuss your requirements.

### **Liquefied Petroleum Gases (LPG)**

All non-mains Flammable Gas including Compressed Gas & LPG (Propane, Butane, etc) is prohibited on the premises at all times unless the venue is satisfied that exceptional circumstances apply and its prior consent is obtained.

### **Maintenance**

Under no circumstances will maintenance work be permitted on stands during the exhibition open hours.

If at any time during the exhibition open days you need to carry out maintenance work on your stand after the exhibition has closed please apply to the organisers by 14.00 on the same day. A late working fee may apply.

### **Mobile Exhibition Units/Trailers**

Mobile Exhibition units, caravans or similar vehicles are not permitted without our prior written consent from the organisers.

### **Organisers Right to Change Stands and Floorplan Layout**

In the interests of the Exhibition as a whole, it may be necessary to remove or alter anything forming part of any stand at the expense of the Exhibitor concerned.

The exhibition floorplan is subject to change at the discretion of the organisers. Please contact the organisers to obtain the latest version of the exhibition floorplan.

### **Pillars on Stands**

Some stands include venue pillars. It is the exhibitor's responsibility to check if their stand is affected. Please contact the [Operations Team](#).

### **Pop-ups**

Pop-up stands may not be used to form dividing walls on space only sites. If you are considering a Pop-up stand display, a Shell Scheme Stand must be purchased or dividing walls constructed. For further information, please contact the Sales Team on +44 (0)20 8910 7718/7991/7047.

### **PPE**

From Saturday 30th to Sunday 31st May 2015 it will be required for all personnel in the exhibition halls to be wearing a hi-visibility vest/jacket. Where there is working at height you will also be required to wear a hard hat, if working on double deck stands this will be applicable until the handrails/balustrades are in place.

### **Rigging**

Rigging of branded items i.e banners, lighting truss or truss is **no longer** permitted at Infosecurity Europe.

The only rigging permitted is structural support for stand fitting. However in many parts of the venue rigging will not be available. For more details please contact the [Operations Team](#).

Please note that the maximum height for stand fitting is 6m however please note that there are varying height restrictions throughout the hall.

All structural support rigging has to be agreed by the [Operations Team](#)

There are sponsorship opportunities for banners available. If you are interested in taking banner space please call the sales team on +44 (0)20 8910 7810/7081/7047 or email [elex.vanrensburg@reedexpo.co.uk](mailto:elex.vanrensburg@reedexpo.co.uk), [greg.fleming@reedexpo.co.uk](mailto:greg.fleming@reedexpo.co.uk) or [Leah.williams@reedexpo.co.uk](mailto:Leah.williams@reedexpo.co.uk).

### **Risk Assessment & Method Statement**

All contractors/exhibitors are required to submit a full risk assessment for the design, construction and arrangement of their stand. This risk assessment is to be submitted along with stand plans.

If you require help in producing a Risk Assessment or Method Statement, please contact the [Operations Team](#) requesting a template and guideline.

### **Signage & Graphics**

Signage and graphics are not permitted to overlook other stands where there is a dividing wall or to overhang gangways.

Where illuminated fascia boards are used on stands, the lighting of them must be of sufficient power to light the fascia board only, and must not cause any spill of light onto neighbouring stands. No flashing lights will be permitted. We reserve the right to disconnect the electrical supply to any illuminated fascia which, in our opinion, is causing a nuisance to any other Exhibitor.

### **Stand Number Panel**

A stand number panel must be displayed on every open side of the stand.

### **Stand Plan Submission**

If you have booked a space only stand at Infosecurity Europe 2015 then you are required to submit stand plans showing dimensions and height, visuals, risk assessment and method statement to us by Friday 24th April 2015. In order to help our exhibitors and contractors Infosecurity Europe and Reed Exhibitions have set up a new online system for the submission and management of stand plans.

This new system is an online tool which you and your contractor can access to upload stand plans, stand visuals, risk assessments and method statements. You are also able to obtain important show related information

and see the status of your stand plan submission.

You are also able to upload files by replying to any emails received from [reedexhibitions@standplans.co.uk](mailto:reedexhibitions@standplans.co.uk).

Please [click here](#) to set up your account and create a password. Please note that your username is your email address and click on Forgotten Password to create a password for the account. Please note that this is a unique password to you.

IMPORTANT if you have a stand contractor who is managing your stand build then please ensure once you have logged into the system you add them as primary contact under the contact section. This will then send a link directly to them to access the online stand check system and they can therefore manage the upload of information to us.

To help you navigate the system please find below a summary of the pages you will find within the website: -

**My Stands** – This lists all the stands that you are associated with. To manage a specific stand please select it from the list.

**Status** - Summary of the status of the stand checking process. The checks are colour coded as follows: -

**Red** - Either no information received or information submitted is not sufficient

**Amber** - Information received but not sufficient or subject to an onsite check.

**Green** - Check completed.

We will only issue permission to commence build once we are happy with the level of information received.

**Show Info** - Useful show related information i.e. contractors manual, exhibition timetable, official suppliers details etc.

**History** - View all documents uploaded and emails sent

**Upload (new file)** - Upload new documents relating to the stand design. Complete the description and select the file. If there is any important information to go with the document please include this in the message section. Once the file is uploaded this will be displayed in the history section.

**Contact** - All stand contact details. Please note that the Primary Contact will receive all the direct communications from the Stand Check System. If you know who your stand contractor is then add their details here and change them to the Primary Contact

If you have any questions or queries then please do not hesitate to contact the [Operations Team](#).

### **Stand Space and Exhibitors Responsibility**

Exhibitors are responsible for their own stand design and construction. Pop-up stands may not be used to form dividing walls on space only sites. If you are considering a Pop-up stand display, a Shell Scheme Stand must be purchased or dividing walls constructed. For further information, please contact the Sales Team on +44 (0)20 8910 7991/7047/7718.

All stand plans must be submitted for approval by Friday 24th April 2015. For details of where to send them to, please see [Stand Plan Submission](#) section.

It is your responsibility to examine the area and site allotted to you in order to avoid costly adjustments to stand structures. Where possible the organisers will provide on request detailed stand plots indicating the position of any pillars. Minor obstructions or height restrictions cannot always be indicated on the plans of the Exhibition. If you require a stand plot, please contact the [Operations Team](#).

Stand fitting regulations contained within this section must be observed by you when planning your stand design and layout.

In order to achieve a smooth run up to the Exhibition, all exhibitors should provide us with details of their selected contractors. This will enable us to supply them with any additional information they may require.

We will be pleased to offer advice and guidance where required.

### **Storage**

No excess stock, literature or packing cases may be stored around or behind your stand. If you need help with storing freight cases or large quantities of packing materials, please contact the official Freight and Storage contractor, [Agility Fair & Events](#).

### **Store Rooms on Stands**

Doors should not open in to the gangway. Doors that lead into enclosed areas must also contain a vision panel of clear glazing.

Also for stands that are positioned in the centre well area of the Grand Hall you will need to ensure that any store room ceilings are covered with a muslin ceiling. If you are unsure whether this affects your stand then please contact the [Operations Team](#).

### **Traffic Marshalling and Accessing the Venue**

All exhibitors and contractors who are bringing stand materials and product to site to Olympia and want to unload or load a vehicle on site will need to book a time slot on the Olympia Traffic Marshalling system. The date will be confirmed in due course when you will be able to book vehicles in to the system. Once you are registered on the system, booking your space is a

quick 3 step process that will ensure that when you come to site you are able to unload straightaway without any delays.

There is a time limit of 30 minutes unloading for cars, 1 hour for vans and ½ tonne vehicles and 2 hours for large lorries. Once you have unloaded your vehicle you will need to remove it from the unloading space immediately.

IT IS COMPULSORY THAT EVERYONE WHO REQUIRES VEHICLE ACCESS TO SITE DURING BUILD UP AND BREAKDOWN PRE-BOOKS THEIR DETAILS INTO THE TRAFFIC ONLINE SYSTEM. FAILURE TO DO THIS WILL RESULT IN DELAYS ONSITE. The only exception to this is courier companies who are not required to book in to this system.

### **Venue and Local Authority Regulations**

All work must be carried out in compliance with the regulations of the Venue and Local Authority.

If an exhibitor erects a stand which does not conform fully and in all respects to the requirements of the organiser, Venue and Local Authorities, the organisers reserve the right to alter, demolish or reconstruct the stand at the exhibitor's expense to ensure conformity. Local Authority decisions are final.

### **Walling in Open Sides**

Long runs of walling along open perimeters of stands are not permitted. Just 1/3 of any open side is permitted to be a solid wall. Where long runs of walling are present along open sides they must be relieved by display items. Any walling exceeding 1/3 of any open side should be set back 0.5m from the open perimeter of the site.

### **Water & Waste**

In some areas within Olympia it will not be possible to have water and waste. Please contact the [Operations Team](#) for more information.

### **Water Features**

In some areas within Olympia it will not be possible to have water and waste. Please [click here](#) to contact the Operations Team for more information. The filling and draining of water features and exhibits must be carried out by the venue's official contractor for piped services. Fire hoses must not be used for this purpose. Under no circumstances may water be discharged onto 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" must be complied with.

Written permission must be obtained from the Organisers/Venue for the use of water in any stand display or exhibit and must be the subject of a separate Risk Assessment detailing how the risk is controlled through water treatment and testing.

### **Working at Heights**

Exhibitors and contractors should familiarise themselves with and adhere to the new Working at Height Regulations 2005. A simple rule of thumb would be:-

- Avoid working at height wherever possible
- Use work equipment or other measures to prevent falls where this cannot be avoided and
- If working at height cannot be avoided, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

Any work at height should:-

- Be properly planned and organised
- Take account of weather conditions that could endanger health & safety
- Be undertaken by staff who are trained and competent
- Carried out in an area that is safe
- Utilise equipment that has been appropriately inspected
- Ensure that fragile surfaces and falling objects are properly controlled.

### **General Regulations**

All working platforms are to have a guardrail, mid rail and toe board. Tools are to be kept on lanyards so far as is reasonably practicable.

- Static and mobile platforms must be fit for purpose (see working platforms)
- Separate risk assessments are required for working on a live edge (before rails are in place). In such cases fall arrest equipment must always be used.
- Operatives working at height other than on static working platform designed for that purpose (e.g. scaffold) must be clipped on.
- Operatives working at height must have suitable head protection e.g. bump caps
- Ground access to the areas in the vicinity must be controlled to prevent persons accidentally walking directly under high works.
- Ground workers in the vicinity must not work directly under high works and wear suitable head protection e.g. hard hats
- Ladders must be footed or tied off and used in accordance with construction (Health, Safety and Welfare) Regulations.
- Use of domestic ladders is strictly forbidden.

### **Work Equipment & Tools**

Exhibitors and contractors have duties under the Provision and Use of Work Equipment Regulations to ensure that all tools are fit for purpose and safe to use.

All dangerous moving parts such as circular saws must be guarded with controls to prevent unauthorised use.

The use of battery powered tools is strongly encouraged to reduce trailing cables and risk of electrical hazards. Power tools are to take power from the 110v centre tapped earths provided and not from cleaners sockets which are 240v. Those using mains powered tools must ensure that cables are not trailed across aisles.

All portable electrical equipment must be subject to a suitable portal equipment testing regime.

### **Working Platforms**

All Mobile Elevated Work Platforms (MEWPS) must comply with LOLER and have had a thorough inspection (TI) in the previous 6 months.

Motorised platforms are to have a guardrail, mid rail and toe board. Mobile access towers must be correctly constructed.

Mobile access towers must be fit for purpose. Outriggers are to be used correctly with the correct height to width ratio (3.5 x shortest base width indoors and 3 x shortest base width outdoors).

Mobile access towers may not be moved whilst in use and wheels must be locked off.

Ladders must be footed or tied off and used in accordance with Construction (Health Safety and Welfare) Regs. The use of domestic ladders and steps is strictly forbidden.

All of the above are a summarised guide. For full details on any particular aspect you must seek professional advice for instance look at the [HSE website](#) or feel free to seek advice from the [Operations Team](#).



## Venue & General Information

### Venue

Infosecurity Europe 2015 will be held at Olympia. The full contact details are:

Olympia Exhibition Centre  
Hammersmith road  
London  
W14 8UX

T; +44 (0) 207 385 1200

W: [www.olympia.co.uk](http://www.olympia.co.uk)

The Infosecurity Europe Organisers Office will be open throughout the tenancy period from 0800hrs on Saturday 30th May to 1200hrs on Friday 5th June 2015.

For more comprehensive information regarding the venue itself as well as how to get there by various means (car, train, plane etc.) please [click here](#) to be taken to Olympia's website

### Accessing the Venue

All exhibitors and contractors who are bringing stand materials and product to Olympia and want to unload or load a vehicle onsite will need to book a time slot on the Olympia Traffic Marshalling system. Once you are registered on the system booking your space is a quick 3 step process that will ensure that when you come to site you are able to unload straight away without any delays.

To book your time slot please go to: ***This section will be updated in due course and you will receive a separate email with a link to book your slot once the online booking system is open.***

Once logged in select the show that you are exhibiting at and state if you are an exhibitor or contractor. Next tick the unloading zone you would like to use, a plan and a description of the zones is available if you want to check which zone to use, then you will need to enter your stand number and Exhibition Company name. Select whether you are booking for a drop off for the build or a pick up for the breakdown and choose the size of the vehicle you are bringing. Add in your vehicle number plate and the name of the driver (if you do not have this information now you can add it later) and then add in the postcode of your journey start point.

The next stage will show you the available days you can choose. Select one and then select time slot. You will then be asked to check your booking and confirm it. You can edit or delete it at any time. You can also print off your vehicle pass on site.

Exhibitors can either book in their stand contractors, or simply email the link to the contractor for them to book their own space.

There is a time slot of 30 minutes unloading for cars, 1 hour for vans and ½ tonne vehicles and 2 hours for large lorries. Once you have unloaded your vehicle you will need to remove it from the unloading space immediately.

IT IS COMPULSORY THAT EVERYONE WHO REQUIRES VEHICLES ACCESS TO SITE DURING BUILD UP AND BREAKDOWN PRE-BOOKS THEIR DETAILS IN TO THE TRAFFIC ONLINE SYSTEM. FAILURE TO DO THIS WILL RESULT IN DELAYS ONSITE. The only exception to this is courier vehicles such as DHL, TNT etc.

### **Accidents**

If you are involved in or witness an accident, however small, at any point during your time on-site, it is your responsibility to report it to the Organisers Office.

The Medical Room is located on the Gallery level on the Grand Hall and is accessible from the show floor. The Medical Room can be contacted via Olympia Control Room on T: +44 (0) 207 598 2411 or on internal phones ext. 2411.

In an emergency please do not call 999 direct, all medical emergencies must be reported to ext. 2266 or externally on +44 (0) 207 598 2666, or via a member of the security team or the Organisers Office who will contact the relevant authorities.

### **Aisles**

Exhibitors and contractors are not to dump items in the aisles. Exhibitors/contractors must remove all waste materials other than small items. Designated emergency aisles must be kept clear at all times – a floorplan for the emergency gangways can be found in the onsite Organisers Office.

During the open period no objects must protrude from the stands into the aisles nor must furniture or displays or parts of displays be placed in the aisles.

### **Alcohol & Drugs**

The consumption of alcohol onsite during build up and breakdown phase is forbidden. The taking of illicit drugs is also strictly forbidden at all times during the build up, breakdown and open period.

### **Animals**

Animals with the exception of guide dogs are not allowed onsite unless they are part of the event and written confirmation has been received from the Organisers 6 weeks before coming onsite, as approval needs to be gained from the Local Authorities.

### **Audio Visual**

We have appointed two contractors Aztec & DB Systems to provide audio visual equipment for the exhibition. Please [click here](#) for their contact details.

### **AV Presentations & Demonstrations**

We advise that if you have a demo area on your stand to incorporate a seating/viewing area to visitors within your stand design to avoid blocking of gangways. If any presentation/demonstration cause obstructions within gangways, and / or exceeds 'reasonable volume' causing a nuisance to neighbouring stands, the organisers reserve the right to restrict the number of or cancel any such presentation/demonstration. The sound limit for speakers is 70db+/-3db over ambient on any one stand.

Speakers must be positioned to face inwards your stand.

If you are having presentation/demonstration on your stand please complete the stand [presentation permission form](#).

### **Balloons**

Helium Balloons (Blimps) & Toy Balloons are not permitted at Infosecurity Europe 2015.

### **Business Centre**

The Business Centre is situated in the Venue Event Management offices on the gallery level in the Grand Hall. It offers a comprehensive range of business services, including:-

- Fax & Telephone Calls
- Photocopying and printing
- Internet access
- Telephone points for laptops
- PC workstations with standard office software
- Incoming messaging service

### **Catering (General & Stand)**

Situated within the Exhibition halls are a number of catering outlets – some of which will also be open during the build up and breakdown periods.

The venue regulations state that all food and beverages (including alcohol) to be consumed or given away from stands MUST be purchased from the in-house caterers who will be more than happy to help and advise you on the wide range of items available. Please contact Levy Restaurants on +44 (0) 207 370 8156.

If you would like to provide your own food and drink (including alcohol) on your stand then you will be charged a concession and/or corkage fee. Please also note that with alcohol not purchased through Levy Restaurants you will need to ensure that you have the necessary licence for this and a copy of this would need to be provided to Levy Restaurants. We reserve the right to stop any food or drink being offered that has not been preapproved by the Organisers and Levy Restaurants.

### **Car Parking**

Olympia has two public car parks. P3 is a multi-storey car park with 380 spaces (height restriction of 2 metres) P4 is a flat-surface car park with 175 spaces (height restriction of 4 metres).

PLEASE NOTE that these are shared public car parks.

Please inform car parking staff on arrival if you require a disabled space. The multi-store car park (P3) has disabled parking facilities. Specific disabled bays are also available close to the venues, on a first-come, first-served basis.

We recommend that you pre-book your parking for the show open period to ensure availability.

T: +44 (0) 207 598 2515

Please [click here](#) to go to their website.

Bookings are subject to £1.50 booking fee. Bookings are valid from 07:00 until car parking closing time (closing times vary so please check information at entrance to car park).

### **Low Emission Zone**

Olympia is situated within the Low Emission Zone. This zone covers the whole of London.

For more information on the Low Emissions Zone (LEZ) please visit the [TFL website](#).

### **Children**

Health & Safety regulations prohibit the presence of under 18's in the halls during build up and breakdown. Children will be refused access under all circumstances and no alternative facilities will be provided and access will be denied.

The exhibition is a trade event and is not a suitable environment for children during any period and as such no crèche facilities will be provided.

Student groups will only be accepted by prior arrangement with the Show Team.

### **Cleaning**

It is your responsibility to maintain your stand in a clean condition at all times. We have made arrangements for basic stand cleaning to be carried out at no charge to you. The cleaning of exhibits will remain your responsibility, as will any special services that may be required such as the removal of bulk rubbish.

Rubbish should be placed in gangways so that it can be cleared away prior to show open the following morning. Anything left in the gangways overnight will be construed as rubbish and will be cleared away.

Stand fitting materials, carpet, pallets etc. are not included in the cleaning service and must be removed by the exhibitor or contractor. Any costs incurred for the removal of this type of waste will be forwarded to the exhibitor concerned.

Please contact OVS the appointed cleaning company on T: +44 (0) 207 598 2711 to discuss your waste requirements.

### **Cloakrooms**

There are 2 cloakrooms located in the Grand & West Hall. These will be open daily from half an hour prior to the show opening until 30 minutes after the close of the exhibition. A charge per item is payable of £1 per coat and £2 for bags.

### **Compressed Air, Gas, Water & Waste**

The official contractor, [Opex Exhibition Services Ltd](#), is solely responsible for the supply and connection of natural gas, compressed air, water and waste services.

### **Compressed Gases (e.g. LPG)**

The use of all non-mains Flammable Gas including Compressed Gas and LPG (Liquid Petroleum Gases – Propane, Butane etc.) is not permitted at Olympia Exhibition Centre, except where it is essential in the demonstration of an appliance specifically designed to operate an LPG. Written permission must be obtained from the Organisers, Venue and the Local Authorities at least 25 days prior to the exhibition.

### **Customs Clearance**

Please contact our official lifting, shipping & delivery contractor, [Agility Fairs & Events](#), if you have any queries regarding customs clearance. Please click [here](#) for their contact details.

### **Demonstrations & Seated Audiences**

Any presentation/demonstration likely to interest groups of 10 or more people must be located towards the centre of the stand and clearly shown on stand drawings. If it causes obstruction within the gangway and/or nuisance to any other Exhibitor, we reserve the right to cancel the presentation/demonstration or restrict the frequency.

Audio Visual presentations/demonstrations must not exceed a 'reasonable volume'. If any presentation/demonstration causes obstructions in the gangways, and/or exceeds 'reasonable volume' causing a nuisance to neighbouring stands, we reserve the right to restrict the number of or cancel such presentation/demonstration.

If you are having presentation/demonstrations on your stand please contact the [Operations Team](#).

### **Dilapidations**

Please remember that you are responsible for making good any damage caused to the fabric of the Exhibition buildings, by you, your agents or contractors. In your own interests you should satisfy yourselves as to the condition of your stand site before the building of your stand and after its clearance.

Exhibitors are not permitted to repair any damage, and will receive a dilapidations bill after the event via Reed Exhibitions.

Under no circumstance are you permitted to drill or affix items to the fabric of the building.

**Any charges incurred by the organiser as a result of failure to remove carpet and/or carpet tape will be passed on to the exhibitor.**

### **Dust**

Dust must be kept to a minimum. Dust Extraction must be used, where fitted, on power tools.

### **Electrics**

All electrical work must be carried out by the official contractor, [GES](#). Please note that when ordering electrics you need to complete the electrical grid form to ensure that the electrics are fitted as per your requirements. Should a grid not be submitted, the items will be positioned at the discretion of the contractor and charges may be levied for onsite changes.

Stand Connections: During build up, initial connections to stands are made as early as possible but in some cases this could mean opening morning if the stand is not complete. The power to all stands will be switched off 15 minutes after close of the show each day. Please also remember to order 24hr power supply for the open period if required. On breakdown power will be switched off 15 minutes after show close and will not be reinstated. If you require power during this time please ensure that you order this through [GES](#).

### **Temporary Power**

Space only exhibitors and their contractors are advised to contact [GES](#) to arrange a temporary power supply for actual construction of stands if required.

### **Fire Regulations**

All stand construction and displays must be made from fireproofed materials and installed to the satisfaction of the authorities.

Any goods attached to your stand will constitute part of your stand and will be subject to these regulations.

### **Timber Used in Stand Construction & Displays**

All timber under 1 inch (25mm) thick must be impregnated (pressure process) to BS476 PART 7 CLASS 1 Standard. Boards, plywood, chipboard etc must be treated in the same way if they are less than 18mm thick. Timber over 1 inch thick need not be treated & M.D.F is acceptable in most cases due to its density. MDF may not be machined onsite as its dust is hazardous to health. Treated boards will have BS476 - PART 7 - CLASS 1 marked on them.

### **Plastics/Stand Dressing**

All plastics must conform to BS476 - PART 7 - CLASS 1 Fire Regulations. Lexan and Macralon are acceptable. Perspex must not be used. Artificial plants and flowers which are combustible and give off toxic fumes must not be used for stand dressing. Silk type flowers are acceptable providing they have been fireproofed to BS476 PART 7 and are marked as such. Plastic security night-sheets must also conform to the above standard.

### **Fabrics Used in Displays**

Textile fabrics used for interior display purposes on the stand must be FLAMEPROOFED or purchased already treated by use of approved chemicals, in accordance with BS5438 & BS582. Certain fabrics need not be proofed i.e wool, twill or felt. Textile fabrics used for interior decorative purposes within stands must be fixed taut and/or in tight pleats (not loosely draped) to a solid backing, secured above floor level and not touching any light fittings.

### **Paints**

Cellulose paints are flammable and must not be used for stand dressing. Water based paints must be used.

### **Medical**

The Medical Room is located on the Gallery level on the Grand Hall and is accessible from the show floor. The Medical Room can be contacted via Olympia Control Room on T: +44 (0) 207 598 2411 or on internal phones ext. 2411.

In an emergency please do not call 999 direct, all medical emergencies must be reported to ext. 2266 or externally on +44 (0) 207 598 2666, or via a member of the security team or the Organisers Office who will contact the relevant authorities.

### **Floor Conditions/Loading**

During build up and breakdown there is a significant risk of slips, trips and falls from sharp objects left on the ground.

Floor loading limits may vary in different parts of the venue. Those using heavy equipment especially lifting equipment must consult the "Floor Loading restrictions" section in the Stand Build Regulations section.

### **Floorcoverings & Platform Floors**

For those exhibitors providing their own flooring you may appoint a flooring contractor of your choice. If you require platform floors and additional floor coverings these can be ordered through GES.

For all platforms that exceed 13mm a ramp should be incorporated into this for accessibility onto the stand.

### **Floral**

We have appointed Oldacre as our official supplier to provide floral at Infosecurity Europe 2015. Please [click here](#) for their contact details.

### **Furniture**

We have appointed 3 official suppliers, Concept Furniture, Camden & GES for Infosecurity Europe. Please [click here](#) for their contact details.

### **Hanging Wires**

Hanging wires are not to be left hanging below head height and must be marked with hazard tape.

### **Hazardous Substances**

Hazardous substances are not to be brought into the halls unless essential. The use of hazardous substances must be subject to a COSHH assessment. Exhibitors must declare the use or display of hazardous substances as a special risk and must obtain written permission from the organisers/venue for their use inside the hall prior to the commencement of the show.

### **Hot Works**

All hot works must be subject to a hot working permit obtainable from the Organisers Office.

### **Insurance**

Please note that possession of third party liability and cancellation and abandonment insurance is compulsory for every Company or Association participating in this event.

Insurance is automatically added to your 'Contract to Exhibit'.\* However if you hold your own insurance through your company insurance, please return the insurance waiver form sent with your contract to the event coordinator at the address below. If Reed Exhibitions is happy with the amount of cover held, we will delete the insurance from your contract.

Neshma Shah

Event Coordinator

T: +44 (0)20 8439 5446

F: +44 (0)20 8334 4870

Reed Exhibitions, Gateway House, 28 The Quadrant, Richmond, Surrey TW9 1DN

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Infosecurity Europe Exhibitor Helpline:

T: +44 (0)20 8271 2130



E: [infosecurity.helpline@reedexpo.co.uk](mailto:infosecurity.helpline@reedexpo.co.uk)

As the main contracted stand holder you are responsible for all loss, damage, claims incurred during your participation in the exhibition. If there are other Companies sharing your stand, it is in your interest to ensure that they hold adequate insurance cover. They are welcome to take the Reed Exhibitions policy if they would prefer, please email [neshma.shah@reedexpo.co.uk](mailto:neshma.shah@reedexpo.co.uk)

### **Early/Late Working**

If you have appointed a stand contractor to build your stand, you must be assured that the design of the stand is such that it can be built within the exhibition timetable.

Early or late working outside of the published timetable may be permitted at the Organisers discretion and will be subject to a £200 +VAT per hour charge.

### **Lost Property**

Lost property should be handed into the show security onsite and once the show is over lost items that are unclaimed will be handed to Olympia Control, who will log the items and keep them for up to 3 months.

To contact Lost Property please call Control Room on +44 (0) 207 598 2411.

### **Maintenance**

Under no circumstances will maintenance work be permitted on stands during the exhibition open hours.

If at any time during the exhibition open days you need to carry out maintenance work on your stand after the exhibition has closed please apply to the organisers by 14.00 on the same day. A late working fee may apply.

### **Music Licences**

If you intend to play recorded background music or live music on your stand during the course of the exhibition, you are required by law to obtain music licences.

Phonographic Performance Ltd. (PPL) administers licencing of sound recording for most recorded music played in the UK. It issues a licence and levies a tariff on the broadcast and public performance (which included exhibition stands) on behalf of the record company.

Performing Right Society (PRS) work as PPL but on behalf of the writers and publishers of music.

Exhibitors are solely responsible for obtaining any licence required to play music on their stand. However, an administrative arrangement has been entered into between the Organiser, who are members of the Association of Exhibition Organisers, and PPL and the PRS for a licence to be obtained on your behalf. To order these licences please [click here](#) to email the Operations Team. In due course, you will be invoiced for the cost of your licences.

### **Patents & Copyrights**

By entering into an agreement to attend this exhibition you warrant to Reed Exhibitions that all designs and artwork on or relating to your stand and any items displayed on your stand shall not infringe any trade or copyright or patents or other intellectual property rights of any third party in any way.

In the event that the exhibition is under any legal obligation (whether by virtue of a court injunction or order or judgement or a recommendation or decision of a Trading Standards Officer or otherwise) to have removed either any item or items displayed on your stand or any design or artwork on or relating to your stand then (without prejudice to any other rights which Reed Exhibitions may have) Reed Exhibitions reserves the right to have that item or items removed from your stand or to close your stand at the exhibition. No compensation or damages will be payable as a result of such removal or closure by Reed Exhibitions.

The Organisers cannot accept responsibility for any conflict of trading at the Exhibition. Please be advised that it is an offence under Section 107 (3) of the Copyright, Design and Patents Act 1998 to screen films in public without a non-theatrical licence.

For further advice on copyright please contact:

FACT  
7 Victory Business Centre  
Worton Road  
Isleworth  
Middlesex TW7 6ER  
Tel: +44 (0)20 8568 6646

### **Public Address System**

The Public Address system is for use by the Organisers and authorities only. During the Exhibition only official and emergency messages will be broadcast.

### **Rigging**

Rigging of branded items i.e banners, lighting truss or truss is **no longer** permitted at Infosecurity Europe.

The only rigging permitted is structural support for stand fitting. However in many parts of the venue rigging will not be available. For more details please contact the [Operations Team](#).

Please note that the maximum height for stand fitting is 6m however please note that there are varying height restrictions through the hall.

All structural support rigging has to be agreed by the [Operations Team](#)

There are sponsorship opportunities for banners available. If you are

interested in taking banner space please call the sales team on +44 (0)20 8910 7810/7081/7047 or email [elex.vanrensburg@reedexpo.co.uk](mailto:elex.vanrensburg@reedexpo.co.uk), [greg.fleming@reedexpo.co.uk](mailto:greg.fleming@reedexpo.co.uk) or [Leah.williams@reedexpo.co.uk](mailto:Leah.williams@reedexpo.co.uk).

### **Smoking**

It is illegal to smoke in a public place in England. This includes exhibition halls and any outside covered area.

Please make sure that your stand personnel and visitors adhere to this ruling and go out of the building if they wish to smoke. Exhibitors or Visitors passes are required for re-entry into the exhibition.

### **Telephone & Internet**

Telephone and internet services can be provided on all stands by the venue supplier eForce. If you need to speak to eForce directly regarding your requirements then please [click here](#) for their contact details.

### **Temporary Staff**

Bond Associates can offer a variety of specialised services including secretarial, linguistic (all major European languages), exhibition and public relations, event hostesses etc. for further information please contact Bond Associates directly by [clicking here](#).

### **VAT Reclaim Service**

Overseas exhibitors can recover VAT on a wide range of expenses, thereby cutting the cost of exhibiting. For more information regarding this [click here](#) to be redirected to the Quipsound website.

### **Vehicles for Display**

All petrol-fuelled motor vehicles or other petrol engine equipment fitted with a fuel tank, including boats, plant or machinery, must comply with the following:-

- The fuel tanks of motor vehicles manufactured prior to 1984 must contain only sufficient fuel to move the vehicle in and out of the hall, due to the absence of safety features which prevent leakage.
- Fuel tanks of motor vehicles manufactured from 1984 onwards may contain fuel.
- Fuel tanks on all other petrol engine equipment must be empty.
- The fuel tank must be sealed, wherever possible with a lockable cap
- Vehicles may require a drip tray and must be positioned within the boundaries of the stand so that any protrusions, doors, tail lifts etc. do not infringe the stand perimeter.
- The running of engines during the open period of an exhibition is strictly prohibited.
- For vehicles required to operate as part of a moving demonstration "pit" positions must be clearly defined and agreed with the venue. Suitable fire extinguisher(s) must be provided.
- Filling or emptying of fuel tanks inside the hall is strictly prohibited at all times.

Please contact the [Operations Team](#) if you plan to have a vehicle for display on your stand.

### **Waste**

Contractors are not to discard sharp objects and to ensure that nails and screws are not left sticking out of waste wood and are either removed or hammered flat.

All waste and stand fitting material must be removed from the exhibition hall on the final day of breakdown, any waste material left will result in heavy charges being passed onto the exhibitor/contractor.

### **Water Features**

In some areas within Olympia it will not be possible to have water and waste. Please [click here](#) to contact the Operations Team for more information.

The filling and draining of water features and exhibits must be carried out by the venue's official contractor for piped services. Fire hoses must not be used for this purpose. Under no circumstances may water be discharged onto 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" must be complied with.

Written permission must be obtained from the Organisers/Venue for the use of water in any stand display or exhibit and must be the subject of a separate Risk Assessment detailing how the risk is controlled through water treatment and testing.

### **Working at Heights**

Exhibitors and contractors should familiarise themselves with and adhere to the new Working at Height Regulations 2005. A simple rule of thumb would be:-

- Avoid working at height wherever possible
- Use work equipment or other measures to prevent falls where this cannot be avoided and
- If working at height cannot be avoided, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

Any work at height should:-

- Be properly planned and organised
- Take account of weather conditions that could endanger health & safety
- Be undertaken by staff who are trained and competent
- Carried out in an area that is safe

- Utilise equipment that has been appropriately inspected
- Ensure that fragile surfaces and falling objects are properly controlled.

### **General Regulations**

- All working platforms are to have a guardrail, mid rail and toe board. Tools are to be kept on lanyards so far as is reasonably practicable.
- Static and mobile platforms must be fit for purpose (see working platforms)
- Separate risk assessments are required for working on a live edge (before rails are in place). In such cases fall arrest equipment must always be used.
- Operatives working at height other than on static working platform designed for that purpose (e.g. scaffold) must be clipped on.
- Operatives working at height must have suitable head protection e.g. bump caps
- Ground access to the areas in the vicinity must be controlled to prevent persons accidentally walking directly under high works.
- Ground workers in the vicinity must not work directly under high works and wear suitable head protection e.g. hard hats
- Ladders must be footed or tied off and used in accordance with construction (Health, Safety and Welfare) Regulations.
- Use of domestic ladders is strictly forbidden.

### **Work Equipment & Tools**

Exhibitors and contractors have duties under the Provision and Use of Work Equipment Regulations to ensure that all tools are fit for purpose and safe to use.

All dangerous moving parts such as circular saws must be guarded with controls to prevent unauthorised use.

The use of battery powered tools is strongly encouraged to reduce trailing cables and risk of electrical hazards. Power tools are to take power from the 110v centre tapped earths provided and not from cleaners sockets which are 240v. Those using mains powered tools must ensure that cables are not trailed across aisles.

All portable electrical equipment must be subject to a suitable portal equipment testing regime.

### **Working Platforms**

All Mobile Elevated Work Platforms (MEWPS) must comply with LOLER and have had a thorough inspection (TI) in the previous 6 months.

Motorised platforms are to have a guardrail, mid rail and toe board. Mobile access towers must be correctly constructed.

Mobile access towers must be fit for purpose. Outriggers are to be used correctly with the correct height to width ratio (3.5 x shortest base width indoors and 3 x shortest base width outdoors).

Mobile access towers may not be moved whilst in use and wheels must be locked off.

Ladders must be footed or tied off and used in accordance with Construction (Health Safety and Welfare) Regs. The use of domestic ladders and steps is strictly forbidden.

All of the above are a summarised guide. For full details on any particular aspect you must seek professional advice for instance look at the [HSE website](#) or feel free to seek advice from the [Operations Team](#).

## **Official Suppliers**

### **Audio Visual**

Aztec Event Services Ltd  
T: +44 (0) 208 687 3340  
F: + 44(0) 207 100 1609  
E: [sales@aztecuk.net](mailto:sales@aztecuk.net)  
[www.aztecuk.com](http://www.aztecuk.com)

DB Systems Ltd  
T: +44 (0) 845 226 3083  
F: +44 (0) 845 120 5552  
[www.dbsystems.co.uk](http://www.dbsystems.co.uk)

### **Catering – Stand & Hospitality**

Levy Restaurants  
T: +44 (0) 207 370 8156

### **Cleaning**

OVS  
T: +44 (0) 208 598 2716  
E: [graham.shearsmith@freemanuk.com](mailto:graham.shearsmith@freemanuk.com)

Exhibitor Badges

Circdata  
T: +44 (0) 1635 588 490  
[www.circdata.com](http://www.circdata.com)

### **Electrics**

GES  
T: +44 (0) 207 069 4255  
E: [electricssouth@ges.com](mailto:electricssouth@ges.com)

### **Floral**

Oldacre  
T: +44 (0) 207 069 4235  
[www.oldacre.co.uk](http://www.oldacre.co.uk)

### **Floorcovering**

GES

T: +44 (0) 8448 793 226  
Non-UK: +44 (0) 2476 380 180

E: [customerservice@ges.com](mailto:customerservice@ges.com)  
[www.ges.com](http://www.ges.com)

### **Furniture**

GES  
T: +44 (0) 8448 793 226  
Non-UK: +44 (0) 2476 380 180  
E: [customerservice@ges.com](mailto:customerservice@ges.com)  
W: [www.ges.com](http://www.ges.com)

Concept Furniture International Ltd  
T: +44 (0) 1299 254 097 / +44 (0) 844 822 1424  
[www.conceptfurniture.co.uk](http://www.conceptfurniture.co.uk)

Camden Exhibition Services  
T: +44 (0) 208 801 4444  
[www.camdenexhibitionservices.co.uk](http://www.camdenexhibitionservices.co.uk)

### **Freight Forwarding (Courier Service)**

Agility Fairs & Events  
Contact: Carla Cook  
T: +44 (0) 207 069 5309  
E: [ccook@agility.com](mailto:ccook@agility.com)

### **Graphics**

Insite Graphics  
[www.insitegraphics.co.uk](http://www.insitegraphics.co.uk)

GES  
T: +44 (0) 844 879 3226  
E: [customerservice@ges.com](mailto:customerservice@ges.com)  
[www.ges.com](http://www.ges.com)

Please note if you have booked an Enhanced Shell Scheme your graphics will be provided by GES who will contact you directly for artwork.

### **Lifting & Storage**

Agility Fairs & Events  
Contact: Carla Cook  
T: +44 (0) 207 069 5309  
E: [ccook@agility.com](mailto:ccook@agility.com)



**Internet**

eForce

T: + 44 (0) 207 370 8400

E: [sales@eforce.co.uk](mailto:sales@eforce.co.uk)

[www.eforce.co.uk](http://www.eforce.co.uk)

**Temporary Staff**

Bond Associates

T: +44 (0) 845 130 4548

E: [info@bondassociates.co.uk](mailto:info@bondassociates.co.uk)

[www.bondassociates.co.uk](http://www.bondassociates.co.uk)

**Water, Waste, Air & Compressed Gas**

Opex Exhibition Services

T: +44 (0) 207 370 8389

E: [olivia.smith@opexvenueservices.co.uk](mailto:olivia.smith@opexvenueservices.co.uk)

VAT Reclaim Service – Overseas Exhibitors

T: +44 (0) 1959 561 717

E: [uk@quipsound.com](mailto:uk@quipsound.com)

[www.quipsound.com](http://www.quipsound.com)