

## **GENERAL REGULATIONS**

**THE SCOTTISH EXHIBITION AND  
CONFERENCE CENTRE  
GENERAL REGULATIONS**

To be observed and performed by Scottish Exhibition Centre Limited, its associate and subsidiary companies, contractors, franchisees and agents to any of these and by all hirers, licensees, their respective contractors, sub-contractors, agents and servants, in respect of the conduct of activities at the Scottish Exhibition and Conference Centre as hereinafter defined.

The General Regulations are subject to revision or addition at any time and details of any revisions or additions can be obtained from Scottish Exhibition Centre Limited at the address below:

By order of the Board of Directors  
of Scottish Exhibition Centre Limited  
Scottish Exhibition & Conference Centre  
Glasgow G3 8YW

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## 1. INTRODUCTION

### 1.1. Scope of the General Regulations

These Regulations made by the Company shall be observed and performed by Scottish Exhibition Centre Limited, its associate and subsidiary companies, Contractors, franchisees and agents to any of these and by all Hirers, Licensees and their respective contractors, sub-contractors, agents and servants, in respect of the conduct of activities at the Scottish Exhibition & Conference Centre as hereinafter defined.

These Regulations are in addition to:

- 1.1.1. all statutory regulations;
- 1.1.2. the requirements of the Authorities
- 1.1.3. the terms and conditions of the insurance policies effected by the Company; and
- 1.1.4. the Special Regulations (if any).

### 1.2. Definitions and Interpretation

1.2.1. In these General Regulations the following definitions and interpretations shall apply unless the context otherwise requires.

1.2.1.1. "Agreed cut-off date" means the latest date by which orders for temporary mains electrical and piped services must be placed with the Company.

1.2.1.2. "Authorities" shall mean:

- Glasgow City Council;
- Strathclyde Police;
- Strathclyde Fire Brigade;
- City of Glasgow Licensing Board;
- the Company's Insurers for the time being in respect of risks covered by the material damage and public liability policies effected by the Company; and
- any Government Department or other authority having jurisdiction over activities at the Centre;
- and the expression Authority shall be construed accordingly.

1.2.1.3. "Building Services Manager" shall mean the Company's nominated employee, agent or Contractor with responsibility for co-ordinating the supply or the procurement of the supply of technical services at the Centre.

- 1.2.1.4. "Centre" shall mean the buildings and grounds of the Scottish Exhibition and Conference Centre, Glasgow.
- 1.2.1.5. "Company" shall mean Scottish Exhibition Centre Limited.
- 1.2.1.6. "Contractors" shall mean companies or individuals appointed or retained by the Company to provide services at the Centre.
- 1.2.1.7. "Dilapidations Assessor" shall mean the Company's nominated employee, agent or Contractor with responsibility for identifying, on the Company's behalf, all Dilapidations at the Centre.
- 1.2.1.8. "District Council" shall mean the Glasgow City Council.
- 1.2.1.9. "Electricity Board" shall mean the supplier of electricity to the venue.
- 1.2.1.10. "Event" shall mean any demonstration, presentation or display in the nature of an exhibition or any meeting, discussion or presentation in the nature of a conference or convention or any demonstration or display of any sport, game or contest any exhibition or presentation on film, any theatrical presentation, or an entertainment or performance of music, singing and dancing or of a similar nature.
- 1.2.1.11. "Firemaster" shall mean the Firemaster of the Strathclyde Fire Brigade.
- 1.2.1.12. "Gangway" shall mean any passage or walkway within the Premises.
- 1.2.1.13. "Gas Board" shall mean the supplier of piped Natural Gas to the venue.
- 1.2.1.14. "Hall" means any building or part of a building at the Centre forming all or part of the Premises.
- 1.2.1.15. "Halls Manager" shall mean the Company's nominated employee, agent or Contractor with responsibility for approval of layouts and plans.
- 1.2.1.16. "Hire Agreement" shall mean a document entered into between the Company and a Hirer embodying the terms and conditions of the right to occupy the Premises.

- 1.2.1.17. "Hire Period" shall mean the dates specified in a Hire Agreement during which a Hirer has a right to occupy the Premises.
- 1.2.1.18. "Hirer" shall mean any person or body with whom the Company enters into a Hire Agreement granting to that person or body the right to occupy the Premises as more particularly set out in the Hire Agreement.
- 1.2.1.19. "Inflammable" shall have the same meaning as flammable in the context of these Regulations.
- 1.2.1.20. "Layout Plans" shall mean plans of the layout of an Event prepared by or on behalf of the Hirer to the scale prescribed herein.
- 1.2.1.21. "Licensee" shall mean any standholder or exhibitor or any person or body to whom the Hirer shall have granted a right to occupy any part of the Premises for the purposes of an Event.
- 1.2.1.22. "Multi-tier stand" means a Stand having one or more raised floor areas where the difference in floor levels between the floor of the Centre and floor of the Stand or between floors upon a Stand exceeds 600mm.
- 1.2.1.23. "Premises" shall mean those areas of the Centre, which a Hirer is entitled to occupy pursuant to a Hire Agreement.
- 1.2.1.24. "Public" means all persons at the Centre other than those working at the Centre.
- 1.2.1.25. "relevant Authorities" shall mean any one or a combination of the Authorities as defined herein.
- 1.2.1.26. "Stand" means any temporary structure or platform, space or other area within the Premises intended for use in connection with the staging of an Event.
- 1.2.1.27. "these Regulations" shall mean the Company's General Regulations as set out herein or as amended from time to time.
- 1.2.1.28. "Travel Distance" means the distance to be travelled within the Premises by a person from any point to the nearest exit, having regard to the layout of Stands.
- 1.2.1.29. "Water Authority" shall mean Scottish Water.

- 1.2.2. Words importing the singular number include the plural number and vice versa and words importing gender include any other gender.
- 1.2.3. Expressions defined elsewhere in these Regulations shall except where the context otherwise requires, have the meanings there given to them.
- 1.2.4. Any reference to, or a provision of, any document (including these Regulations) shall be construed as a reference to that document or provision as amended from time to time whether before or after the date of these Regulations.
- 1.2.5. The numbering series and headings used in these Regulations are inserted for convenience only and shall be ignored in construing or interpreting these Regulations.
- 1.2.6. In these Regulations where reference is made to work to be undertaken by the Company, the cost of which is recoverable from a Hirer, Licensee or any of its or their contractors, agents or servants, such amounts will be due for payment on the date specified in the Company's invoice relative thereto and failing payment on the date specified, the Hirer, Licensee, contractor agent or servant as the case may be, shall pay interest on the amount then overdue at the rate of 3 per centum per annum above the Bank of Scotland base rate in force at the date when payment was due from and including the date when the payment was due up to and including the date when payment is made.

### 2.1. Use of the Centre

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

### 2.2. Health & Safety

The Health and Safety at Work Act 1974, subsequent legislation and amendments, updates and revisions thereto shall be complied with to ensure that safe working conditions and practices are established and maintained at the Centre.

### 2.3. Insurance

The Company accepts no liability for property introduced into the Centre by Hirers, Licensees and its or their contractors, sub-contractors or agents who must make their own insurance arrangements.

All Licensees exhibiting jewellery should have a block insurance policy covering their goods wherever situated. Any person detailed to remain on a Stand outwith the open period of an Event shall be deemed to be a servant or agent of the Licensee.

### 2.4. Lost Property

All property found at the Centre and surrendered to the Company will be delivered to Strathclyde Police if it cannot be restored to the owner within seven days.

### 2.5. Food, Drink and Tobacco

No person shall sell or otherwise distribute in the Premises or in any other part of the Centre, whether by automatic machine or otherwise, any tobacco, smokers' requisites, beverages, alcoholic drinks, food, ice cream, sweets and confectionery or any other consumable refreshments of any nature whatsoever (other than free samples of products of the Hirer or any Licensee) without the prior written consent of the Company.

Any request for such consent shall be lodged with the Company at least two months prior to the start of the Hire Period.

Any person who intends to provide food or drink for public consumption must comply with all regulations governing such provision.

### 2.6. Betting and Gambling

The Centre shall not be used for the purposes of betting or gambling.

### 2.7. The Concourse

Applications to erect or place offices, desks, counters, signs or other structures in the concourse area shall be made to the Company's Halls Manager at the initial Planning stage and at least 3 months prior to the commencement of the hire period. Applications shall be accompanied by three sets of plans showing the locations of these structures with detailed drawings of individual units where necessary to illustrate the proposals. Subject to their acceptance by the Company, the Company may submit proposals to the relevant Authorities for their approval. No work shall commence in the concourse area until approval has been given in writing by the Company and the relevant Authorities. Offices, desks, counters, signs or other structures will not be permitted in the covered pedestrian walkway to Exhibition Centre Station.

#### 2.8. Vehicles on the Concourse

No vehicles, hand propelled or motorised, are permitted to traverse the Concourse without the prior approval of the Company and then only those fitted with rubber or similar tyres and with an axle loading of less than 10 tons will be authorised.

#### 2.9. Vehicle Entry Doors

All vehicle entry doors to the Halls shall be operated only by the Company's security staff or such other persons as the Company shall designate in writing. This does not apply to the emergency exit doors set into the lower section of the vehicle entry doors. Wheeled vehicles, whether motor driven or hand propelled, shall not be taken through any of the emergency pedestrian exit doors set in the lower section of the vehicle entry doors.

#### 2.10. Delivery, Unpacking, Storage and Removal

Unloading and loading of delivery and service vehicles may be carried out in the service yards adjacent to the Halls, provided that no undue obstruction is caused to the free flow of traffic.

When unloading has been completed, vehicles must be removed from the service yards. Those remaining at the Centre must be parked in the designated area for that purpose and/or as directed by the Company's security staff.

All private cars must be parked as directed by the Company's security staff when loading and unloading.

When unloading has been completed, vehicles must be removed from the Service Yards. Those remaining at the centre must park in the area designated for that purpose and/pr as directed by the Company's security staff.

Delivery or service vehicles will only be permitted to enter the premises with the Company's approval and under the direction of its security staff.

Delivery or service vehicles will not be admitted into the Premises whilst the Premises are open to the public. Exhibits and similar

materials may only be delivered and unpacked at times outwith the open period.

Motor vehicle used to deliver exhibits or stand fitting materials will not be permitted to remain in the Halls overnight. Vehicles remaining at the Centre overnight must be parked as directed by the Company's security staff.

Empty crates, cartons, boxes, shavings or other packing materials shall not be stored on, under or behind any Stand. Storage for packing cases, if provided within the Premises, shall be to the satisfaction of the Company and the relevant Authorities; packing cases thus stored must be complete with lids nailed back into place and must be stored at least 3 metres away from any Stand. If so required by the Company or the relevant Authorities, "No Smoking" or other warning notices must be displayed in positions which shall be notified by the Company or the relevant Authorities.

The Company will not permit deliveries to the Premises of exhibits, standfitting or any other materials required for the staging of an Event prior to the first day of the Hire Period except in accordance with specific arrangements made in writing between the Company and the Hirer. Such arrangements will be made only with the Hirer, who will also be responsible for any charges the Company may make for extending the Hire Period and for any additional services provided.

The Hirer shall procure that all exhibits, standfitting and other materials brought into the Premises for the Event including materials scrapped at the end of the Event shall be removed from the Premises in sufficient time for the Company or its Contractor to clean the floors by the end of the Hire Period (unless specific arrangements to the contrary are made between the Company and the Hirer). The Hirer will be responsible for any charges the Company may make for extending the Hire Period and for any additional services provided if the Premises are not vacated by the end of the Hire Period.

#### 2.11. Floor Loadings

No load in excess of 5 tons per square metre shall be placed on the floor of the Halls at the Centre.

No vehicle having an axle load in excess of 20 tons shall be brought into the Halls at the Centre.

Floor loadings in excess of the above may be permitted on application to and with the approval of the Company.

#### 2.12. Protection of the Public

All machinery and other apparatus intended to be operated during

the Event when the Public is in the Premises shall be fitted with guards or other means of protection to the satisfaction of the Company and the relevant Authorities.

The operation and demonstration of such machinery or apparatus shall be the sole responsibility of the authorised and duly qualified representatives of the Licensee who must be in attendance throughout the demonstration.

All machinery and apparatus should be well maintained and in good working order. Maintenance records should be available for inspection if required by the Companies Representative or relevant Local Authority.

#### 2.13. Admission to the Premises during Build-up and Break-down Periods

The Hirer shall issue passes, valid for the build-up and break-down periods of an Event, to all persons requiring admission to the Premises for any reason. These passes shall be carried by the holders at all times when entry into the Premises is required and shall be shown on request to the Company' security staff. Samples of these passes shall be issued to the Company prior to the commencement of the Hire Period. Identity cards issued by the Company to its staff shall permit the holders to enter the Premises at any time during the Hire Period to carry out their duties unless a prior alternative arrangement has been made between the Company and the Hirer.

The Hirer shall not issue passes nor shall access to the Premises be given to children under the age of sixteen during build-up and breakdown periods. The Company's security staff has instructions to exclude persons under the age of sixteen into the Premises during these periods.

#### 2.14. Admission to the Premises during Event Open Period

The Hirer shall notify the Company of the procedure to be followed by exhibitors, staff and visitors to gain entry into the Premises during the open period of the Event and submit specimen passes or tickets, etc intended to be used.

#### 2.15. Supply of Electricity, Gas and Compressed Air

The Company reserves the exclusive right to supply all electricity, gas and compressed air for use at the Centre.

#### 2.16. Cleaning

The Company reserves the exclusive right to clean all Gangways, Stands, general circulation areas, Hall foyers, meeting rooms and auditoria and the offices forming part of the Premises. This right extends to include the disposal of waste generated within the Premises.

At the hour appointed by the Hirer and advised and approved by the Company prior to start of the first open period of an Event, all work in the nature of construction or erection of Stands, displays,

features and all other temporary structures within the Premises for the Event must be completed. All vehicles, plant, ladders, trestles, scaffolds, trolleys, contractors' huts, spare materials and other items used in connection with the construction and erection of Stands at the Event shall be removed from the Premises. At the same time, all exhibits and materials required for the Event shall be removed from the Gangways in the Premises to allow the Company's cleaning contractor to sweep the Gangways and general circulation areas and to clear refuse from the Premises prior to the commencement of the open period of the Event.

At the close of the Event on each open day other than the last, Licensees shall place any dry refuse from their Stands into plastic sacks provided by the Company and wet waste into suitable bins which Licensees shall provide. The plastic sacks and bins shall then be placed in the Gangways within two hours of the close of the Event on each such open day for removal by the Company's cleaning contractor. Under no circumstances shall refuse be placed in the Gangways other than in plastic sacks or bins, or at times other than as stipulated above.

The Company shall recover from the Hirer additional charges incurred as a result of non-compliance with this requirement of these Regulations.

Washbasins and WCs within the toilets throughout the Centre shall not be used for disposing of tea leaves, waste food, paint etc. The cost of clearing blockages in the drainage system due to failure to comply with this Regulation will be charged to the Hirer.

#### 2.17. Dilapidations and Damage

At the commencement of the Hire Period, the Company will, where appropriate, prepare a list, in duplicate, of defects within the Premises. The Hirer, on accepting the list of defects, will sign by way of acceptance one copy for retention by the Company, retaining the other copy for his own records.

At the end of the Hire Period, the Company will prepare a list of dilapidations which have occurred within the Premises during the Hire Period. Repair and/or reinstatement to rectify any damage caused will be carried out by the Company and the costs incurred will be recovered from the Hirer.

#### 2.18. Petrol Fuelled Motor Vehicle Exhibits

The exhibiting within the Premises of petrol fuelled vehicles or other petrol engined equipment shall be subject to the following conditions:

2.18.1. the Company shall be advised by the Hirer of all Stands where these exhibits will be shown;

2.18.2. the fuel tanks of such motor vehicles must be fitted with a locked cap and the fuel content must not exceed a quarter of the capacity of the tank; and

- 2.18.3. batteries on such vehicles must be disconnected on all terminals before and throughout the time that the Public is admitted to the Premises.

## 2.19. Radioactive Substances

Radioactive substances shall not be brought into or used at the Centre unless the following conditions are observed;

- 2.19.1. full details of the substances including arrangements for the protection of persons are submitted in a COSHH Assessment, [Control of Substances Hazardous to Health Regs. 1992], to the company for approval prior to the substances being brought to the centre;
- 2.19.2. the submission shall include a copy of either registration under the Radioactive Substances Act 1960 or conditional exemption under the Radioactive (Exhibitions) Exemption Order 1961; and
- 2.19.3. fire extinguishers and warning notices as notified by the Company or the relevant Authorities are provided in the locations determined by the Company or the relevant Authorities.

## 2.20. Laser Beams

The use of laser beams will only be permitted with the prior written approval of the company. The application for such approval must be accompanied by full details of the equipment to be used and a layout plan identifying the location of the equipment within the premises.

Any approval by the Company will be conditional upon compliance by the user with all current regulations governing the use of laser beams and appropriate warning notices shall be displayed in locations determined by the Company or the relevant Authorities.

## 2.21. Fumes, Exhaust and Smoke

The Halls are equipped with smoke detectors and a sprinkler system. The following procedure shall be complied with in all cases where exhibits emit fumes, smoke or dust particles.

Any exhibit or process which emits noxious or toxic fumes, exhausts or smoke shall be so arranged as to have an effective exhaust system to the outside atmosphere and if required by the Company shall be sited adjacent to an external wall of the Hall adjacent to one of the extract louvers. Full details of the exhibit or process and proposed exhaust system shall be submitted to the Company for approval. Any attachments or fixings to the building structure or openings through the fabric of the buildings for the flue shall be made by the Company at the expense of the applicant requesting the service.

The Company will quote, upon request, for supplying any

materials, installing and later removing flues, exhaust ducting, extraction fans, etc. Detailed requirements should be sent to the Company's Building Services Manager who will prepare a quotation.

The use of compressors, sprayers, auto trucks and similar plant powered by internal combustion engines is prohibited during periods when the Public is being admitted to the Premises.

At any time when the use of internal combustion engines is permitted, all such vehicles and plant shall be fitted with a fire extinguisher of the type stipulated by the Company or the relevant Authorities.

Vehicles and plant using liquid fuel must be refuelled in the open air and well away from buildings at the Centre.

#### 2.22. Boilers, Stoves, Furnaces, etc.

Where an exhibit comprises boilers, stoves, furnaces and similar equipment in operating conditions, the Licensee shall take precautions to prevent the transmission of heat to any combustible part of the Stand and the floor of the Premises. A suitable non-combustible insulating material of sufficient thickness shall be inserted between the equipment and the Stand. If in the opinion of the Company the floor surface of the Premises is liable to be or is damaged by such equipment, the Company will be entitled to protect and/or reinstate the floor surface of the Premises at the expense of the Licensee.

Full details of the proposed equipment shall be submitted to the Company for approval prior to any such demonstration under working conditions. It shall be at the discretion of the Company and the Authorities to determine if fire extinguisher(s) will be located in the area of such demonstration.

#### 2.23. Films

Inflammable film shall not be used at any cinematographic exhibition. Where film exceeding 16mm in width is used, a projection room constructed in accordance with the regulations governing such activities shall be provided.

Where self-contained cabinets are used for cinematographic or slide projection, the equipment shall be placed in such a way that Gangways are not obstructed by persons viewing the display.

#### 2.24. Dangerous and Noxious Substances

No substances which, in the opinion of the Company, are of a dangerous, explosive or objectionable nature shall be brought onto the Centre without the prior approval in writing of the Company. Where it is proposed to use toxic material or fluids the disposal of which requires notification to regulatory authorities, the Company shall be advised in writing at least two months prior to the start of the Hire Period of the nature of the material or fluid and the quantities involved. Not more than one day's supply of any such

approved substance shall be stored on the Stand or within the Premises at any time; the remainder shall be stored in accordance with the Company's instructions. Toxic wastes shall be placed in closed containers, marked accordingly and special arrangements made with the Company regarding their disposal. Under no circumstances shall chemical substances which are assessed as hazardous to health be deposited in ordinary waste containers at the Centre.

Users of such substances must comply in full with the obligations contained in the COSHH Regulations and all other relevant regulations.

#### 2.25. Toy Balloons

The sale, distribution or use of gas-filled balloons at the Centre must be approved by the Company and will normally be conditional on the balloons being weighted down. Hirers will be responsible for costs incurred by the Company in repairing air handling units and other equipment within the Premises, damaged by gas-filled balloons released within the Premises being drawn into the said units and equipment. Costs incurred by the Company in recovering balloons from within the roof structure of the Premises will also be charged to the Hirer.

#### 2.26. Radio Transmission

Persons proposing to use radio transmitting equipment at the Centre, either for two-way speech communication or for any other reason, shall submit details of the equipment to the Company, giving the frequency and power of the signal and a copy of the transmitting licence issued by the regulatory authority. Radio transmitting equipment shall not be used without the prior written approval of the Company.

#### 2.27. Broadcasting of Music

Licensees or other persons requiring music, whether live or from tapes or discs, to be broadcast through the public address system or to be played on Stands or other areas at the Centre shall inform the Hirer who will in turn inform the Company in writing at least 60 days before the commencement of the Hire Period. The Hirer shall pay to the Company upon demand all and any fees which may become due by the Company to the Performing Rights Society Limited in respect of such broadcasting or playing at an Event.

Unless the above procedure has been fully complied with, the Company will not permit the broadcast or playing of music at the Centre.

### **3. FIRE AND ACCIDENT PRECAUTIONS**

#### 3.1. Action in Case of Fire

The procedure on outbreak of fire is as follows:

- 3.1.1. set off a manual (break glass) call point. Inside the Halls, these are located adjacent to each vehicle entry door and the access doors from the concourse;
- 3.1.2. dial 444 on the nearest of the Centre's internal telephones and notify a member of the Company's security staff, giving the location of the fire to enable the security staff to direct the Fire Brigade to the scene of the fire by the most direct route;
- 3.1.3. try to quench the fire or confine it by the use of a hose reel or extinguisher and/or removal of goods, etc. in the vicinity;
- 3.1.4. avoid doing anything likely to create panic;
- 3.1.5. report to nearest fire assembly point located between car park 1 and 3 at the east of the building and between car park 5 and 7 at the west of the building.

### 3.2. Action in Case of Personal Injury

In case of personal injury:

- 3.2.1. dial 333 (medical centre), or 290 (control room) on the Centre's internal telephone system; or
- 3.2.2. dial 999 on any public telephone and afterwards notify a member of the Company's security staff on 0141 248 3000 extension 226, giving the location of the incident; and
- 3.2.3. remain with the injured person until the arrival of the medical staff.

### 3.3. Extinguishers

Any person displaying materials or equipment which require specific fire protection arrangements to be implemented shall submit details of such materials or equipment to the Company, in order that advice may be given as to the most suitable type of extinguisher required.

The Hirer shall indemnify the Company against loss or damage to extinguishers during the Hire Period.

### 3.4. Fire Hose Reels

The use of fire hose reels other than for fire fighting in an emergency is prohibited.

### 3.5. Flammable Oils

Fuel oils used in connection with any burning equipment shall have a flash point of not less than 54°C (130°F) and shall be in

accordance with BS 2869 1970: "Petroleum fuels for oil engines and burners" and or any amendments, updates or revisions thereto. Paraffin and other mineral oils shall not be used in any lamps, stoves or other appliances or exhibits without the prior written consent of the Company and the relevant Authorities.

In particular but without prejudice to the generality of the foregoing the consent of the Company and the relevant Authorities shall not be given unless the following conditions are satisfied:

- 3.5.1. a detailed specification of the working of such appliances, together with a plan showing their location in the Premises or on a Stand, shall be submitted to the Company at least two months prior to the beginning of the Hire Period;
- 3.5.2. not more than one appliance of each model or type containing oil may be exhibited in a working demonstration;
- 3.5.3. each working appliance shall be filled with oil sufficient for one day's use only;
- 3.5.4. each appliance shall only be replenished with oil at times when the Public is not present in the Premises;
- 3.5.5. no oil may be stored on the Stand other than that already in the working appliances;
- 3.5.6. each working appliance shall be firmly fixed or placed in such a position that it cannot be overturned;
- 3.5.7. where working appliances are within reach of the Public, notices shall be displayed stating that the appliance is working and should not be touched; and
- 3.5.8. each stove shall be manufactured in accordance with BS 3300 1963: "Kerosene (Paraffin) Unflued Space Heaters, Cooking and Boiling Appliances for domestic use" and any amendments, updates or revisions thereto.

Oil needed for replenishing the working appliances and its issue and distribution shall be as directed by the Company. Persons wishing to use this facility shall apply in writing to the Company, giving details of the quantity of oil to be stored and the expected daily use.

### 3.6. Flammable Liquids and Gases

No flammable liquid or liquid petroleum gas shall be used within the Centre without the prior written consent of the Company and the Firemaster. Persons proposing to use these materials shall:

- 3.6.1. make application to the Company at least two months prior to the start of the Hire Period, giving details of the materials, quantity and purpose for which the materials are required;
- 3.6.2. comply with the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972 and the Petroleum Regulations Acts 1928 and 1936 and any amendments, updates or revisions thereto;
- 3.6.3. where flammable spirits are used for cleaning machinery and other apparatus, provide metal bins with firm fitting metal lids for the disposal of cleaning swabs and other such materials after use, and arrange for the bins to be emptied when full and at the end of each day of the Event, separately from the normal waste collection service;
- 3.6.4. only provide on the Stand sufficient of the flammable materials for one day's usage and arrange for all materials in excess of daily requirements to be stored as shall be directed by the Company; and
- 3.6.5. provide warning notices on the Stand (as may be required by the Company or the Firemaster), drawing attention to the flammable nature of the materials.

### 3.7. Compressed Gases

Compressed gas cylinders shall be constructed in accordance with BS EN 1964 "Transportable Gas Cylinders" and any amendments, updates or revisions thereto.

Vessels containing liquids or gases under pressure (other than compressed gas cylinders complying with the recommendations of the regulatory authority) shall be fitted with safety valves of an approved type and a certificate in respect of a recent pressure test of each vessel shall be available for inspection on each Stand where such a vessel is used.

Compressed gas cylinders or vessels containing liquids or gas under pressure shall be stored as directed by the Company and only those cylinders required for immediate use shall remain on a Stand.

Cylinders may only be connected or disconnected during times when the Public is not being admitted to the Premises.

All exhibitors proposing to use compressed gases must submit details to the Company identifying the gases or liquids to be used and size of cylinders or vessels and their working pressures.

### 3.8. Acetylene

Any person wishing to use acetylene or similar materials in connection with a demonstration or process shall first make an application to the Company advising in advance the nature of the

work or demonstration. If approved, the Company shall issue a Hot Work Permit.

The Hirer must provide a water trough in such a position as the Company shall direct and this shall be used to cool any cylinder which becomes overheated.

Cylinders, which must be fitted with flashback arresters, may only be connected or disconnected during times when the Public is not being admitted to Premises.

Replacement cylinders shall be stored as directed by the Company.

The cost of providing water troughs and storage accommodation for the cylinders will be the responsibility of the Hirer.

### 3.9. Welding, Brazing, etc.

Where welding, metal burning, brazing and other similar operations generating heat are carried out, either during the build-up or break-down periods of an Event, or as part of a demonstration, the Hirer shall ensure that adequate precautions are taken against damage to property or injury to persons by fire or hot metal. An appropriate competent person must carry out all cylinder connections and disconnections. The Hirer shall advise the Company in advance of the nature of the work or demonstrations and shall obtain a Hot Work Permit from the Company. The Hirer shall be responsible for the charges the Company may make for the provision of additional fire equipment, extinguishers and surveillance by the Company's staff necessitated by the additional risk caused by such activities.

## 4. **CONSTRUCTION OF STANDS, SETS, DISPLAYS, SEATING, ETC.**

### 4.1. Layout and Layout Plans

The layout of an Event shall conform to the following requirements:

- 4.1.1. all building and other regulations issued from time to time by the relevant Authorities;

4.1.2. all fire alarms, extinguishers, hosereels, public address plug-in points, house telephones, entrances to restaurants, bars, toilets, technical areas and all exit doors, together with their control gear, shall be kept clear and accessible at all times;

4.1.3. the Layout Plans of an Event prepared by the Hirer shall show the regulated gangways and service ducts on plans issued by the Company to the Hirer on request;

4.1.4. three copies of the proposed Layout Plans shall be submitted to the Company's Halls Manager not later than three months prior to the starting date of the Hire Period. Subject to their acceptance by the Company, the Company may submit the Layout Plans to the relevant Authorities for their approval and the Company will advise the Hirer of any modifications that may be required by the Company or the Authorities. Any modification of the Layout Plans required by the Company or the Authorities must be incorporated as revisions to the Layout Plans by the Hirer and three further copies incorporating these modifications must be submitted to the Company for further consideration in accordance with the above procedure prior to the commencement of the Hire Period.

If for any reason the Hirer cannot submit Layout Plans for the Event in accordance with the above timescale, the Hirer must notify the Company's Halls Manager in writing to that effect giving a proposed submission date. The Company will advise the relevant Authorities and seek to obtain their agreement to such later submission; and

4.1.5. layout Plans shall be to a scale of not less than 1:200.

#### 4.2. Construction and Decoration of Stands

All stands and other temporary structures, including signs erected thereon, to which the Public has access, shall conform to the requirements of the relevant Authorities.

#### 4.3. Giving of Notice and Deposit of Plans, etc.

The Hirer shall submit to the Company three copies of all the relevant documents, plans, etc. in support of applications to construct Stands, etc. of the types described below.

Plans will be prepared to a scale of not less than 1:200.

The Company will, where relevant, submit the documents, plans, etc. to the relevant Authorities and will advise the Hirer of any

communication received from such Authorities in this connection.

All such submissions by the Hirer shall be made to the Company at least two months prior to the commencement of the Hire Period.

If it is not possible for a submission to be made by the Hirer two months prior to the commencement of the Hire Period, the Company must be advised in writing by the Hirer to that effect. Neither the Company nor the relevant Authorities will accept any liability for any delay to the Event which may arise from such failure by the Hirer to comply with the provisions of this Regulation.

4.3.1. Stands, etc. for which notice is to be given and plans deposited.

Notice shall be given and plans, sections, specifications and written particulars submitted to the Company where it is intended to:

4.3.1.1. erect a multi-tier Stand; or

4.3.1.2. erect any Stand of such construction or containing any area where:

4.3.1.2.1. provision is made for a closely-seated audience;

4.3.1.2.2. any part of the Stand or exhibit exceeds 4m in height above the floor of the Premises.

4.3.1.2.3 there is a raised floor 600mm above the floor of the Premises;

4.3.1.2.4 the Travel Distance from any part of a Stand to an open side exit or to a Gangway on the Stand is greater than 15m;

Note: Raised structures require approval from the Local Authority under the Civic Government Scotland Act 1982 Section 89. Applications for approval under Section 89 must be lodged with the Local Authority at least 14 days prior to the intended date of use. A fee shall be charged by the Local Authority for Section 89 approvals.

4.4. Commencement of Work

No work shall commence in the Premises until approval of the Layout Plans has been given in writing by the Company and the relevant Authorities. Not later than one month prior to the first day of the Hire Period, the Hirer shall issue to the Company three copies of the Layout Plans for use by the Company and its Contractors. Such Layout Plans shall show stand identification numbers, regulated gangways and service ducts.

#### 4.5. Exit notices

If exit notices are obstructed by Stands, decorations or exhibits, additional notices shall be provided as the relevant Authorities may require. The provision and fixing of these additional notices will be carried out by the Company or the Hirer at the Hirer's expense.

#### 4.6. Marking Out

The Company will mark out the layout of the Event on the floor of the Premises. For this purpose, the Hirer shall provide the Company with three sets of Layout Plans, marked up to show dimensions of all Stands, width of Gangways between the Stands, the dimensions between the frontages of the Stands and structural features of the Hall, service ducts and Stand identification numbers.

Such Layout Plans shall be provided by the Hirer not later than one month prior to the first day of the Hire Period. Prior to marking out the Event on the floor of the Premises, the Company will check the plans for dimensional accuracy and any discrepancies will be brought to the attention of the Hirer, who will rectify such mistakes and submit the revised Layout Plans to the Company. The Hirer will check the mark-out prior to the erection of Stands and any discrepancies between the Layout Plan and mark-out will be notified to the Company immediately. The Company will accept no responsibility for an incorrect mark-out if this procedure is not followed or if the Layout Plans provided to the Company vary from Layout Plans issued by the Hirer to others.

The Hirer may mark out the floor with the prior approval of the Company.

#### 4.7. Building Works and Fixings

All fixings or attachments to or penetration of the fabric, structure or floors of the Premises shall be carried out by the Company or its Contractors at the expense of the Hirer, Licensee or contractor requiring these services. This shall include the provision of foundations, pits, the fixing of holding down bolts, attachments to the structural steel work, taking down or replacing removable hall tackle for any purpose, to any part of the building, fabric and structure, whether to the interior or exterior of the Premises. All such works will be removed and the Premises shall be reinstated by the Company or its Contractors at the end of the Hire Period.

The suspension of exhibits, displays or fittings from the roof structure of the Hall will not be permitted without the prior approval of the Company.

Adhesive tape to secure carpets or other materials to the floor of the Premises must be removed after use, without damage to the floors.

All nails, adhesive tape, emulsion or paint marks etc. left in or on the floor of the Premises at the end of the Hire Period will be removed by the Company or its Contractors and the Hirer will be

charged for the cost of such removal. Damage to the floor of the Premises caused by such fixings or their removal will be repaired by the Company or its Contractors at the Hirer's expense.

The Company's Dilapidations Assessor will examine the Premises at the end of the Hire Period. Damage caused to the Premises during the Hire Period will be advised to the Hirer who will be responsible for the cost of repairs.

Persons proposing to erect brick, stone or block walls, etc. shall lay heavy duty building paper or similar material on the floor of the Premises under the walls, etc. to protect the floor surface from mortar damage. The cost of repairing any damage caused to the floor of the Premises by the erection or dismantling of such works will be charged to the Hirer.

#### 4.8. Paint Spraying

The Company will permit the use of paint sprayers providing:

- 4.8.1. only water-based paints are used;
- 4.8.2. adequate arrangements are made by the operator to ensure that no paint is spilt on the floor of the Premises or sprayed or splashed on the walls or other parts of the Centre or its equipment;
- 4.8.3. no nuisance is caused to other persons in the vicinity by the spraying operation;
- 4.8.4. sprayers powered by internal combustion engines are fitted with fire extinguishers of the appropriate type;
- 4.8.5. sprayers using liquid fuel are refuelled in the open air, well clear of buildings.
- 4.8.6. the Company is advised of the intention to use a paint sprayer prior to operation; and
- 4.8.7. operators shall wear face masks and such other protective clothing as is necessary.

Any paint deposited on the floor of the Premises, the Centre or its equipment in the course of decorating stands, structures, etc. or by spillage or any other means will be removed by the Company and the cost of this work will be recovered from the Hirer. The washing or cleaning of paint brushes and rollers will be restricted to the facilities designated for this purpose and will NOT be carried out in the public toilets.

#### 4.9. Completion of Construction Work

The Hirer shall ensure that its Licensees and its and their contractors, sub-contractors and agents shall have completed all construction work on Stands, displays, features and all other temporary structures within the Premises before the time designated for the admission of the Public to the Premises for the open period of an Event. Work not completed by this time shall be

suspended, the area concerned shall be made safe to the satisfaction of the Company and the Authorities and the work shall be completed at an within the next available period when the Premises are closed to the Public.

#### 4.10. Damage to Floors

The floor of the Premises at the Centre shall be protected against damage from the spillage of oil and related substances originating in or from delivery vehicles, cranes, forklift trucks, exhibits and all other sources introduced to the Centre.

The Company will quote, upon request, for the provision, laying and removal of protective sheeting to the floor of the Premises to prevent such damage.

Damage to the floor of the Premises arising from such causes will be rectified by the Company and the costs of such rectification will be recovered from the perpetrator of the damage, failing which the Hirer will be held liable for payment of such costs.

## 5. **ELECTRICAL INSTALLATIONS**

### 5.1. Conditions

All electrical installations on Stands, features, displays or exhibits shall comply with;

- 5.1.1. the "Regulations for Electrical Installations" issued by the Institution of Electrical Engineers (16<sup>th</sup> Edition)" and with any amendments thereto;

- 5.1.2. any special requirements of the Authorities;
- 5.1.3. the Health and Safety at Work, etc. Act 1974 and;
- 5.1.4. the Electricity at Work Act 1989.
- 5.1.5. the Exhibition Venues Association (EVA) "Regulations for Stand Electrical Installations". (copies of which are available from the "Building Services Manager")

The Company will not supply electricity to any installation which does not comply with these Regulations or any statutory or other regulations or orders of regulatory bodies.

To ensure compliance, the Company's engineers and/or Contractors will inspect and test all installations. The person responsible for the installation shall advise the Company when it is ready for inspection and testing and, when found to be satisfactory, the installation will be connected to the Centre's electricity supply and energised by the Company's appointed Contractor. Where an installation is found to be unsatisfactory, the supply will not be connected and the Company will advise the person responsible for the installation to that effect, who will rectify any faults and advise the Company when the installation is ready for further inspection and testing.

The Company will not accept responsibility for:

- 5.1.6. delay in energising installations which are found to be unsatisfactory, or where insufficient time has been allowed for inspection and testing; and
- 5.1.7. any faults discovered in installations after inspection and testing and subsequent energising by the Company.

## 5.2. Electricity Supply

All electricity for consumption on the Premises, whether generated by the Electricity Board or locally installed generators, shall be supplied by the Company.

The standard supplies available are:

- 5.2.1. AC: single phase 220V 50Hz, earthed neutral up to 100 amps any one supply;
- 5.2.2. AC: three phase 415V 50Hz earthed neutral up to 600 amps any one supply.

Neutrals are earthed at the Centre's sub-stations.

The Company, at its sole discretion, will limit the power rating of a supply or supplies where, in the Company's opinion, the load or

combination of loads requested may have an adverse effect on the supplies to other users. Where the Hirer proposes to group users demonstrating heavy current consuming machines in such a way as to cause abnormal demand (i.e. in excess of 100 watts per square metre) in a particular section of the Premises, the Hirer shall discuss these arrangements with the Company prior to the final allocation of Stand space to exhibitors and shall endeavour to conform to any re-arrangement required by the Company.

The Company is required by the Electricity Board to maintain a power factor of not less than 0.92 lagging.

Where electrical machines or equipment at an Event are such that in the opinion of the Company the power factor is likely to fall below 0.92, the necessary power factor correction apparatus shall be supplied and installed by the Hirer at its expense.

Correction apparatus shall be connected on the "load" side of the mains switches controlling the supply to the stand or individual piece of equipment. The scale of provision shall be that directed by the Company.

### 5.3. Mains Supply Cables

All mains supply cables from the Company's electrical distribution system to the point of supply, which may be either a Stand, group of Stands, or an item of equipment shall be supplied and installed by the Company.

Each cable will be terminated with a fused isolator or circuit breaker supplied by the Company.

The mains supply cables to Stands or equipment will be installed before or immediately after the commencement of the Hire Period, provided the supply has been ordered by the Agreed cut-off date. At the commencement of the Hire Period, Hirers, Licensees and their contractors must check with the Company that the supply cables have been installed and, if not, shall only occupy areas of the Premises or Stand as shall be permitted by the Company until such a time as the supply cables are installed.

### 5.4. Ordering of Mains Supply Cables

Mains supply cables may be ordered from the Company or its appointed Contractor by the Hirer, Licensees or its or their electrical contractors, using procedures and at charges for standard supplies to be notified by the Company to the Hirer.

Orders for mains supply cables shall be placed with the Company or its appointed Contractor by the Agreed cut-off date. The Company will not guarantee a supply for orders placed after the Agreed cut-off date and may, at the Company's discretion, charge

a greater sum than that quoted to the Hirer for orders placed prior to the Agreed cut-off date.

Where Licensees wish mains cables to terminate in specific positions, the order shall contain full information to that effect including a plan showing their location in the Premises or on the Stand and the orientation of the Stand in the Premises. If this information is not given, the supply cable will be terminated at a position at the discretion of the Company. The Company will accept no responsibility for any costs involved in relocating a supply cable or altering a Stand fitting or Stand electrical installation, if no location for the supply cable is submitted with the order.

Supplies will be brought to the point of supply using the service trenches set into the floor of the Premises. Persons responsible for locating equipment in the Premises or designing the layout of Stands and service installations on Stands should make provision for the termination of supplies over or as close as possible to the service trench nearest to the point of supply. The layout of the service trenches on the floor of the Premises is shown on the Layout Plans available from the Company.

#### 5.5. Use of Floor Trenches and Service Tunnels under the Hall Floors

The floor trenches and the service tunnels under the floor of the Halls do not form part of the Premises. Access to and use of the floor trenches is limited to employees of the Company, or its Contractors for the purpose of installing mains supply cables, piped services, data and telecommunication services. The Company will consider limited use of the floor trenches for other installations provided such installations are approved in advance in writing and carried out by or under the supervision of the Company or its Contractors.

No person shall enter the service tunnels, switch rooms or other service areas without the prior written permission of the Company.

#### 5.6. 24 Hour Electrical Supplies

All Stand electrical circuits other than 24 hour supplies shall be switched off as soon as possible after the close of each day of an Event.

Stand electrical supplies will be switched off by the Company after the close of each day of an Event at a time agreed between the Company and the Hirer or failing such agreement at the discretion of the Company

Where a 24 hour supply of electricity is required for battery chargers, refrigerators or other equipment, the applicant shall advise the Company of this at the time of placing the order for the Stand electrical supply. The Company will notify the applicant of the means by which the 24 hour supply will be provided. If this should necessitate a separate electrical supply, the applicant will be required to bear the cost.

#### 5.7. Electric Cookers, Kettles, Irons, Radiators, etc.

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 non-combustible material. All appliances under this heading which are liable to exceed a surface temperature of 70°C shall be supplied from a socket outlet having a pilot lamp indicating whether or not the appliance is switched on. Kettles, irons, radiators and similar appliances shall not be connected to the lighting circuit. They shall be separately connected to the electrical supply and in accordance with the provisions of these Regulations. Electric cookers shall be wired on an independently fused final sub-circuit.

Electric kettles shall be fitted with an automatic safety device which will automatically disconnect it from the mains supply in the event of the kettle boiling dry.

Walls adjacent to all electric cookers, irons, kettles, hotplates, etc. shall be protected with non-combustible material. Shelves are not allowed immediately above any such appliances and adequate ventilation shall be provided.

## **6. WATER, DRAINAGE AND COMPRESSED AIR PIPED SERVICES**

### 6.1. General

The provision of water, drainage and compressed air piped services from the Centre's distribution systems to the point of supply on Stands etc. in the Premises and the installation of appliances connected thereto, shall conform to the regulations and bylaws of the relevant Authorities and to these Regulations made by the Company.

The supply pipework to Stands, etc. will be installed by the

Company before or immediately after the commencement of the Hire Period. At the commencement of the Hire Period, the Hirer, its Licensees and its and their contractors shall check with the Company to confirm that the supply pipework has been installed and, if not, shall only occupy areas of the Premises or the Stand site permitted by the Company until such time as the installation shall have been completed.

## 6.2. Supply of Services

All water, drainage and compressed air services used on the Premises shall be supplied by the Company. The standard services available are as follows:

### 6.2.1. Water

The water pressure is approximately 0.206 Bar (3psi). The standard pipework connection terminating at each manhole is 20mm (3/4"). The maximum capacity from the supply is 0.3 litres per second (5 gallons per minute). The Company will quote for larger supplies upon request.

### 6.2.2. Drainage

The normal drainage pipework to the point of connection in the Premises is 1.5" BSP. The Company will quote, on request, for supplying drains up to 3" BSP.

### 6.2.3. Compressed Air

The compressed air distribution pipework will provide a maximum supply at 6.0-6.6 Bar (90-100 psi) subject to normal control fluctuations and will be of normal industrial quality. Users requiring oil or water free compressed air shall supply their own equipment to obtain the qualities required. The standard Schraeder coupling in the Centre's Subway is 20mm (3/4"). A 13mm (1/2) hose pipe can be provided to each manhole giving approximately 90 cfm with 10 psi pressure drop in the hose. The Company will quote, on request, for larger supplies and for supplying and fitting pressure reducing valves. Where it is proposed by the Hirer to group Stands demonstrating machines requiring abnormal supplies in such a way as to cause an excessive demand in a particular section of the Hall, the Hirer shall discuss this proposal with the Company prior to the final allocation of Stand space to exhibitors and will confirm to any re-arrangements requested by the Company.

## 6.3. Ordering of Piped Services

All piped services required by Hirers, Licensees or contractors from the Centre's distribution system to the point of supply on Stands, etc. shall be ordered from the Company, using procedures and at charges to be notified by the Company to the Hirer.

Application for non-standard supplies shall be made to the

Company, giving full details of the supplies required. The Company will advise the applicant if such a supply can be made available and of the charges payable. The charges will include the cost of water and compressed air to be consumed under normal conditions. The Company may render extra charges for supplying water and compressed air for machines or equipment requiring excessive supplies. This may apply to large washing machines, high power furnaces, sand blasting machines, etc. and for supplies required outside normal working hours. The charges will be made to the person placing the order, who will be responsible for payment.

Orders for piped services shall be placed with the Company by the Agreed cut-off date. The Company cannot guarantee supplies against orders placed after the Agreed cut-off date and may, at the Company's discretion, charge a greater sum than that quoted to the Hirer for orders placed prior to the Agreed cut-off date.

Where it is required that a supply should terminate in a specific position, the order must be supported by full information and plans showing the location in the Premises or on the Stand and the location and orientation of the Stand in the Premises. If this information is not given, the supply will be terminated in a position determined by the Company. The Company will accept no responsibility for any costs involved in relocating the supply or altering Stand fittings or Stand installations if no location plan for the supplies is submitted with the order.

Supplies will be brought to the point of supply using the service trenches set in the floor of the Premises. Persons responsible for locating equipment in the Premises or for designing the layout of Stands and service installations on Stands should make provision for the termination of supplies over or as close as possible to the service trench nearest to the point of supply. The layout of the service trenches on the floor of the Premises is shown on the Layout Plans available from the Company.

#### 6.4. Piped Service Installations on Stands, etc.

A piped services supply for water or compressed air will be terminated by the Company with a stop cock or a single connection to the Stand installation, or piece of apparatus, as the case may be. Where a single service supply to a Stand is to be sub-divided to serve more than one item of equipment, this can be carried out by the Company at extra cost, or by a contractor appointed by and at the expense of the Exhibitor. A water supply will only be provided where a drainage system is also installed. Where Stand platforms are installed, all stopcocks or valves on piped services must be above the platform in accessible positions.

Each and every discharge into the drainage system from a wash basin or sink must be made through a water-sealed trap at least 75mm deep. Water connections to machines must have a vacuum breaker fitted at the inlet end. If this is not a normal fitting on the machine, the Company can supply a vacuum breaker at the end of the supply at extra cost. Drainage from machines must have a minimum break of 4" between machine and drain and a trap or "S"

bend immediately after the break. This can be supplied and fitted by the Company if required, at extra cost. All water-containing exhibits and ancillary equipment shall be carefully drained down at the end of the Event, in such a way that no water is discharged onto the floor of the Premises. Any costs involved in dealing with water discharged onto the floor of the Premises, or into the service trenches set into the floor of the Premises, or any damage caused to the electrical services or telephone services in the service trenches, or the service tunnels under the Premises by such discharge, will be the responsibility of the Hirer.

#### 6.5. Discharge of Noxious Wastes

No paint, oils, spirits, chemicals or other noxious substances shall be discharged into the Centre's drainage system. These materials shall be discharged into closed containers manufactured of materials suitable for this purpose. The Company will make arrangements for the disposal of such wastes, with the Hirer or Licensee as the case may be, bearing the costs. Full details of such wastes shall be submitted to the Company prior to the commencement of the Hire Period.

The cost of clearing or repairing the drainage system or making good any other damage caused as a result of failure to comply with these Regulations shall be recovered from the Hirer.

#### 6.6. Bathing Pools, Ponds and Other Large Vessels

Full details of all vessels containing 250 litres (50 gallons) or more of water or other liquids shall be submitted to the Company for approval. All vessels of this type containing water shall be fitted with either a connection in the base to a waste pipe ordered from the Company or to a suitable connection incorporating a pump connected to a wastepipe ordered from the Company. This is to ensure that means are easily available to drain down the vessel in case of emergency and at the end of the Event. The Company will undertake to fill and empty any vessel where the construction of the vessel will not permit the fitting of such pipework by means other than via a piped water supply and drain. Enquiries regarding the supply of water and draining down of vessels of any type must be made to the Company at least three weeks prior to the services being required. The provision of this service will be charged by the Company to the applicant, who will be advised of the cost before the work is put in hand.

The Company reserves the right at its sole discretion to require the applicant seeking an approval in the context of this Regulation to meet the costs associated with laying waterproof protective sheeting to the floor of the Premises and for sealing the floor trenches and service tunnels in the floor of the Premises which may be affected by water spillage or leakage from the said vessel.