



ExCeL Exhibition Centre • London • 8th/9th March 2008

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RULES AND REGULATIONS

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Please read these Rules and Regulations carefully, and ensure that they are brought to the attention of any Agent, Designer or Contractor involved in the Exhibition on your behalf.

GENERAL INFORMATION

1 Definitions

In these Rules and Regulations, "The Authorities" shall mean the Greater London Authority; the London Borough of Newham; the London Fire Brigade; the Metropolitan Police; The Home Office and any other relevant Government Department or any other competent authority having jurisdiction in the premises.

"ExCeL" shall mean London International Exhibition Centre Ltd.

The "Organiser" means The Dive Show Ltd.

The "Exhibition" means "The London International Dive Show 2008".

"Exhibitor" means all employees, servants and agents of any company, partnership, firm or individual to whom space has been allocated for the purpose of exhibiting.

The "Contract" or "Allotment Form" means the agreement for the allotment of space at the Exhibition made between the Exhibitor and the Organisers.

The "Rental" means the Licence fee shown as the total cost payable by the Exhibitor in the Contract.

The term "Product" shall be taken to mean any exhibit.

The 24 hour clock is used throughout these Rules and Regulations.

2 Regulations

The Exhibitor must comply with the requirements of all local, county and other public authorities and where applicable with the regulations issued by ExCeL in force at the time of the Exhibition. Exemptions from any of the Rules and Regulations laid out below may be granted at the Organiser's discretion. No exemption given by the Organisers will be effective unless it is in writing.

3 Stand Allotment

(a) No stand will be held as let until the Exhibitor has signed and returned to the Organiser his Allotment form on which the stand number, area and rental charges are shown.

(b) The Contract constitutes a licence to exhibit and not a tenancy. The Organisers reserve the right at any time to make such alterations in the floor plan of the Exhibition as may in their opinion be necessary in the best interests of the Exhibition as a whole and to alter the shape, size or position of the space allotted to the Exhibitor. If, as a result, the space allotted to the Exhibitor shall be reduced, a proportionate allowance will be made to the Exhibitor by adjustment of rental. No alteration to the space allotted will be made in such a way as to impose on the Exhibitor any greater liability for rental than that undertaken in the Contract.

(c) Where an Exhibitor is the selling agent in the United Kingdom for another company or companies and intends to show their products, he must state on the Allotment Form their name(s) and undertake to confine exhibits to the goods of these firms and of his own manufacture.

(d) Exhibitors are not allowed to sublet the stand allotted to them or to permit the stand to be utilised by any other person or company without the Organisers prior consent in writing.

(e) Without the written consent of the Organisers, no name(s) other than that of the company, its trade name(s), the companies it represents in (c) or has borrowed equipment from (under 19c) may be displayed on the stand, nor may any literature or handbills in respect of any goods other than those of the Exhibitor be displayed or distributed.

(f) Allotment of space by the Organisers shall not imply that they accept the proposed exhibits, and the Exhibitor must satisfy himself that his exhibits comply with the Rules and Regulations. The Organisers reserve the right to exclude and/or require to be removed any exhibit which in their opinion is not germane to the Exhibition. The decision of the Organisers as to the eligibility of the exhibits will be absolutely final and binding.

(g) Exhibitors wishing to borrow products from other companies to enhance or complete their displays must use the products of other exhibitors wherever possible.

4 Payment

(a) The rental charges payable under the contract shall be paid by the Exhibitor as follows:

100% of the total hire charge with returned Contract on or before 8th January 2008.

(b) In no circumstances will an Exhibitor be permitted to erect or occupy his stand or site if the rental has not been paid in full. Should an Exhibitor be prevented from occupying his site for this reason, all rental paid shall be forfeited and the balance of the whole of the rental due under the contract shall be recoverable forthwith by the Organisers as agreed liquidated damages. The Organisers shall be entitled to utilise the site allotted to such an Exhibitor in such manner as the Organisers think fit, and to recover from the Exhibitor any expenditure involved in so doing.

(c) All exhibits are subject to a general lien and power of sale in favour of the Organisers for all sums whether for unpaid rental or otherwise due from an Exhibitor to the Organiser.

5 Withdrawal by Exhibitor

Without prejudice to the rights and remedies of the Organisers in respect of any breach of the Contract on the part of the Exhibitor, the Organisers may at their discretion allow the Exhibitor to withdraw from the Exhibition subject to the following conditions:

i. the Exhibitor must give written notice to the Organisers that he desires to withdraw and if the Organisers allow such withdrawal they will notify the Exhibitor of their decision in writing;

ii. any such notification by the Organisers to the Exhibitor will constitute a cancellation of the contract subject to the payment by the Exhibitor to the Organisers of a consideration for release from the Contract;

iii. the amount of such payment will be specified in the Organisers notification to the Exhibitor and will be that proportion of the sum payable under the Contract specified in the second column below which appears beside the date in the first column below upon which the Organisers receive the notification from the Exhibitor

<i>Date of Receipt by Organisers Cancellation of Contract</i>	<i>Proportion of Value of Contract Payable</i>
On or before 17th January, 2008	50%
After 18th January, 2008	100%

iv. where the stand or space vacated as the result of the Exhibitors withdrawal has to be dressed or altered in any way by the Organisers in order to maintain an orderly and visually pleasing Exhibition, the costs of any such dressing or alteration shall be payable by the Exhibitor in addition to the proportion of rental referred to in (iii) above;

v. upon payment of such consideration to the Organisers by the Exhibitor (credit being given by the Organisers for all rental already paid by the Exhibitor) the Contract shall be cancelled and neither party shall have any further claim against the other.

6 Breach of Contract

If the Exhibitor fails to observe and perform any of these Rules and Regulations or the provisions of the Contract, or if the Exhibitor shall become bankrupt or shall make any arrangements with his creditors or, being a Company shall enter into liquidation whether compulsory or voluntary (save for the purposes of reconstruction or amalgamation) then and in any such case the Organisers may exercise all or any of the following rights:-

i. The Organisers may by notice in writing cancel the Contract and such termination shall be without prejudice to any claim in respect of any antecedent breach and

ii. (a) The Exhibitor shall be entitled, subject to (b) below to a refund of any part of the rental already paid, but shall pay to the Organisers as liquidated damages the proportion of the rental classified in the second column below which appears beside the date of the first column upon which the Organisers gave notice in writing of the cancellation of the contract hereunder:

<i>Date of Receipt by Organisers of Cancellation of Contract</i>	<i>Proportion of Value of Contract Payable</i>
On or before 17th January, 2008	50%
After 18th January, 2008	100%

iii. (b) The Organisers shall be entitled before refunding any rental paid to deduct therefrom any sum payable to them under (a) above and

iii. The Exhibitor shall be liable to reimburse the Organisers costs and expenses directly or indirectly arising therefrom, and

iv. Any Exhibits or property of the Exhibitor within the Exhibition premises shall be removed by the Exhibitor at a time to be stated by the organisers, or if considered necessary by the Organisers, they shall be entitled to remove and despatch the said Exhibits and property (at the risk and expense of the Exhibitor) to the address of the Exhibitor shown in the contract, and

v. In the event of a failure by the Exhibitor to complete his stand or to exhibit, the Organisers shall be entitled to erect on the said stand a board or device carrying the name or title of the Exhibitor

vi. These rights shall be in addition to and not in substitution for any further rights which the Organisers may have.

7 Cancellation of the Exhibition

If the Exhibition is abandoned, cancelled or suspended in whole or in part by reason of war, fire, national emergency, labour dispute, strike, lockout, civil disturbance, inevitable accident, the non-availability of the Exhibition premises, or any other cause not within the control of the Organisers, whether ejusdem generis or not, the Organisers may at their entire discretion repay the rental paid by the Exhibitor, or part thereof, but shall be under no obligation to repay the whole or part of such rental, and shall be under no liability to the Exhibitor in respect of any actions, claims, losses (including consequential losses), costs or expenses whatsoever which may be brought against or suffered or incurred by the Exhibitor, as the result of the happening of any such events.

8 Failure of Services

The Organisers will use their best endeavours to ensure the supply of the services of ExCeL and of those mentioned in the Exhibitors' pack, but as the supply of such services is not within the control of the Organisers they shall not incur any liability to an Exhibitor for any loss or damage if any such services shall wholly or partially fail or cease to be available nor shall the Exhibitor be entitled to any allowance in respect of rental due or paid under the Contract.

9 Copyright and Patents

The Organisers will not be liable for any damages the Exhibitor, his servants or agents may sustain in respect of the infringement of any of his copyright arising out of his participation in the Exhibition.

10 Rights of Organisers and Hall Owners

The Organisers and the Landlords of the Exhibition hall and those authorised by them respectively have the right to enter the Exhibition premises at any time to execute works, repairs and alterations and for other purposes. No compensation will be payable to the Exhibitor for damage, loss or inconvenience so caused.

11 Amendments, Application and Interpretation of Rules and Regulations

- (a) The Organisers reserve to themselves the right to add to, alter or expunge any of these Rules and Regulations at any time.
- (b) In the event of any dispute as to the interpretation of these Rules and Regulations as a result of their translation into a foreign language, the English version shall be taken as authentic.
- (c) Each Exhibitor is bound in all respects by these Rules and Regulations.
- (d) Each Exhibitor must bring to the notice of all agents or contractors employed by him such of the provisions of these Rules and Regulations as may affect such agents or contractors, and any claim arising from the failure of the Exhibitor to give such notice shall be the sole responsibility of the Exhibitor concerned.
- (e) Questions that may arise between the Organisers and Exhibitors in regard to the true interpretation or meaning of these rules and Regulations or the implementation thereof and all questions and disputes not provided for by these Rules and Regulations shall be settled or determined by the Organisers whose decision in relation thereto shall be final.
- (f) All verbal agreements, individual permits and special arrangements must be confirmed in writing.

THE EXHIBITION

12 Opening Hours

(a) The Exhibition will be open daily from 8th-9th March, 2008 inclusive.

Open hours are:

Saturday 8th March	09.30 - 18.00
Sunday 9th March	09.30 - 17.00

(b) All dust covers must be removed and stands ready for display purposes by 09.00 on each open day. No stand shall be covered up or closed during the Exhibition before the official closing time.

13 Admission to the Exhibition

- (a) The Organisers reserve the right to refuse to admit or to expel from the Exhibition premises any person at any time notwithstanding that person's possession of an official pass or ticket.
- (b) The Organisers will issue official tickets of admission and no other form of admission tickets will be valid.
- (c) Animals are strictly prohibited except with the express permission of the Organisers.

14 Passes

No exhibitor will be admitted to the Exhibition without producing to the gate officials the Exhibitors pass issued to him by the Organisers, who reserve the right, at their discretion, to withdraw the pass issued to any person if complaints have been received concerning his conduct.

15 Gangways

It is the responsibility of the Exhibitor to ensure that gangways in front of his stand are kept free from obstruction during the whole of the time the building is open for the purpose of the Exhibition.

16 Direction Signs

The Organisers reserve the right to affix stand numbers or direction signs on any stands in any position.

17 Advertising In the Hall

Perimeter wall banner sites will be sold at the discretion of the Organisers. The Exhibitor is not allowed to place or affix advertisements anywhere in the building except on his own stand. The Exhibitor may not distribute advertising matter from the gangways but only from his stand and only in relation to his own goods.

18 Official Catalogue

An official catalogue will be issued. The Organisers and the Sponsors will not accept responsibility for any omissions, misquotations or other errors which may occur in the compilation of the catalogue.

EXHIBITING

19 Eligibility of Exhibits

- (a) Exhibits must fall within the defined scope of the Exhibition and may represent all forms of products, and services related to the Sub Aqua Diving and Watersports Industry as, approved by the Organisers and the Authorities. Exhibitors shall indicate on their Allotment Form the types, of products or service they intend to display
- (b) Exhibitors are not allowed to sub-let the stand allotted to them nor to permit the stand to be utilised by any other person or company without the Organisers' prior consent in writing.
- (c) Where an Exhibitor wishes to use borrowed equipment on his stand to demonstrate his own products, the display of the name of the firm lending the equipment is not permitted unless that firm is also exhibiting, without the written consent of the Organisers

20 Conduct of Exhibitors

- (a) **Any exhibitor who wishes to take payment in a foreign currency must display the price of his products in GBP. The exhibitor must also display the price in the foreign currency together with any commission to be charged or clearly give the conversion rate together with any commission to be charged. (The Price Marking Order 2004.)**
- (b) Every Exhibitor shall ensure that his stand is open to view and staffed by competent representatives during the Exhibition hours. In the event of an Exhibitor failing to open his stand or uncover his exhibits, the Organisers may do so, or arrange for the stand and exhibits to be removed and the Exhibitor shall be liable for any charges that may thereby be incurred. The Organisers will not be liable for any losses, including consequential losses, sustained by the Exhibitor as a result of this action.
- (c) Every Exhibitor and all persons for whom he may be considered responsible in any way whatsoever, must conduct himself in such a manner as shall not be objectionable to any other Exhibitor, Exhibitor's employee, visitor or the Organisers, and shall not create any disturbance or obstruction. Any person who does not comply with these requirements shall be liable at the discretion of the Organisers, to be removed from the Exhibition buildings and refused re-admission during the period of the Exhibition.
- (d) **The Exhibitor must conduct his business only from his own stand and must not, under any circumstance, canvas or sell to visitors in the aisles. Likewise, the distribution of leaflets and such like must only take place from the Exhibitor's allotted space. Distribution in the aisles, entrance, catering areas or any other part of the exhibition centre (including car parks) is strictly prohibited**

21 Working Machinery and Exhibits

Moving machinery shall, at the expense of the Exhibitor, be installed and protected to the satisfaction of the organisers and the Landlords of the Exhibition hall. If such machinery shall, in the opinion of the Organisers, be too noisy or cause annoyance to other Exhibitors or to visitors, it shall be switched off on request by the Organisers. No motors, engines, furnaces, contrivances or power-driven machinery may be exhibited in operation without adequate protection against fire risks without the written permission of the Organisers. Such permission may be withheld or withdrawn at any time should such operating exhibits be of a nature likely to cause danger, annoyance or inconvenience to other Exhibitors or visitors. Safety devices may be removed only when the machines are not in operation and not connected to the source of power and only for the purpose of showing a visitor the design and construction of the uncovered part or parts. In such a case however, the safety devices which are removed must be placed immediately beside the machine

22 Video and Cinematograph Displays and Amplifiers

- (a) Cinematographs and Photographic slides may not be used without the written consent of the Organisers. Where permission is granted by the Organisers, the following conditions will apply:
 - i. Only non-inflammable film must be used
 - ii. The projector housing and covering must be of non-inflammable material in accordance with the requirements of the Authorities and the Landlords of the Exhibition Hall
- (b) Where sound film or video is used, adequate sound-proofing must be carried out so that no annoyance is caused to Exhibitors and visitors on adjacent stands

(c) Any seating must be in accordance with the Authorities' regulations
(d) The placing of the equipment shall be arranged in such a way that obstruction of gangways is not caused by persons viewing the display. See also 34(F)

23A Demonstrations

An Exhibitor wishing to carry out demonstrations on his stand must obtain prior written consent of the Organisers, giving details of the intended demonstration.

All efforts to advertise, promote sales and operate exhibits must be conducted so as not to cause any annoyance or inconvenience to other Exhibitors and visitors. Any practice resulting in a complaint from a fellow Exhibitor or visitor which, in the opinion of the Organisers', exposes them to danger or annoyance will be prohibited.

23B Competitions

No competitions or the like may be held without the written permission of the Organisers.

24 Insurance, Indemnity and Claims

(a) Each Exhibitor exhibits entirely at his own risk. The Exhibitor is responsible for all claims arising from personal injury or damage to property arising in connection with the erection and dismantling of the Exhibitor's stand and anything permitted, omitted or done thereon or therefrom during the period of the Exhibition or the construction and dismantling periods caused directly or indirectly by the Exhibitor or any contractor, subcontractor, servant, agent, licensee or invitee of his or the act, omission or neglect of any such person, or by an exhibit, machinery or other article or thing of the Exhibitor or in the possession or use of the Exhibitor or any servant or agent of his. The Exhibitor will indemnify the Organisers in respect of each and every such claim, and all actions, proceedings, costs, claims and demands in respect thereof. The Exhibitor must take out adequate insurances in respect of all such claims.

(b) The Organisers will take such precautions as they may consider advisable for the protection of all articles exhibited, but will not at any time be responsible for the loss of, or damage to, or safety of any exhibit, empty cases, tools or other property of an Exhibitor or any other person under any circumstances whatsoever. All Exhibitors will be expected to effect their own insurance against fire and loss.

(c) Each Exhibitor must also hold a General Third Party policy of insurance to cover his legal liability for negligence for an indemnity of at least £1,000,000*, the policies of insurance to be shown to the Organisers on demand.

(d) In the event of any person sustaining loss, injury or damage by any machine, implement or article belonging to an Exhibitor the said Exhibitor shall free and relieve the Organisers of all claims, actions or suits made or expenses incurred in connection therewith.

(e) The Exhibitors hereby agree to free the Organisers of all responsibility for loss or damage arising directly or indirectly through any Act of God, War, Strikes, Lockouts, Trade Disputes, Fire, Flood, Drought or from Riots or similar commotions within or without the building, or any other causes beyond the Organisers' control or owing to the inability to procure materials or articles except at enhanced prices due to any of the foregoing causes.

(f) The Organisers have arranged for Exhibitors to be offered a comprehensive low-cost insurance policy to cover the above requirements, details of which will appear in the Exhibitors' pack. *£2,000,000 for exhibitors operating boats in the dock.

25 Character of Exhibits

The Organisers reserve the right to refuse accommodation for any exhibit the character of which, in the opinion of the Organisers and/or the Landlords of the Exhibition Hall, is unsuitable for the site allocated to the Exhibitor.

26 Dangerous Materials or Exhibits

(a) No naked lights, oil lamps or temporary gas or electrical fittings may be used in the Exhibition building, unless agreed in writing by the Organisers.

(b) No petrol, dangerous gases or highly flammable substances are allowed into the building, unless agreed in writing by the Organisers.

(c) The Exhibitor must conform to the conditions concerning explosives and dangerous combustible materials as laid down by the Authorities

(d) The Exhibitor shall do nothing to jeopardise the current insurance policies or the licences of the Landlord of the Exhibition Hall or the Organisers and the Exhibitor shall in all cases comply with any requirements of the Fire Officer or other authorities concerned.

(e) Non-flammable materials such as silk must be used for lamp shades and ordinary cotton or paper lamp shades must not be used with lighted lamps. Celluloid or any other highly flammable exhibits may only be shown under special conditions approved by the Organisers, and only then in limited quantities.

27A Fire Precautions

The Exhibitor shall observe the following provisions:

(a) Fireproofing: All display material must be made from fireproofed materials to the satisfaction of the Authorities. Cloth materials used in

the decoration of stands must be non-flammable and stretched against solid backing. Counter backs and curtains shall be cut off at least 150mm (6 inches) clear of the floor.

(b) Inflammable Goods: Explosives or highly inflammable substances may not be exhibited or brought into the Exhibition unless agreed to, in writing, by the organisers beforehand, but celluloid or articles mainly consisting of that material may be shown in glass showcases or otherwise protected from risk of fire in an approved manner.

(c) Naked Lights: No naked lights or lamps may be used during the period of the Exhibition or the periods of fitting up and dismantling, except when permission is given in writing by the Organisers after obtaining the approval of the Local Authorities and the Landlords of the Exhibition Hall.

(d) Fire Extinguishers: The authorities will distribute Fire Points at various locations throughout the exhibition hall. These points will consist of 1 x 2kg Co2 extinguisher and 1 x 6ltr AFFF extinguisher. It is an offence for any person to move, remove or disguise these points. Standholders shall be responsible for ensuring that at least two persons on their stand are familiar with the locations of the nearest Fire Point and Fire alarm.

An Exhibitor committing a breach of any of the above provisions will be liable for all claims, loss and damage thereby caused and will indemnify the Company in respect thereof.

27B Other Restrictions

It is expressly forbidden to promote or display journals, material or logos contrary to the interests of DIVER Magazine without the written consent of the Organisers.

SERVICES

28 Photographs

An official Photographer will be appointed for Exhibitors who desire their stands or goods photographed and no other photographer will be allowed to take photographs, draw, copy or reproduce any stand or article in the hall without the permission in writing of the Organisers.

29 Catering

All articles for human consumption, whether for eating, drinking or smoking within the exhibition premises or dispensed or given away therein are limited to those items sourced through ExCeL's officially licensed catering supply partners.

Such requirements can be delivered to the Exhibitors stand or office.

Creative Events

Tel: 020 7069 4151

E-mail: excelstandcatering@cevents.co.uk

30 Cleaning

The Exhibitor is responsible to the Organisers for seeing that his stand is maintained in a clean state throughout the period of the Exhibition. The Exhibitor may not carry out his own stand cleaning, and accordingly such cleaning will be carried out by the Official Stand Cleaning Contractor. Vacuum cleaning of the stand floor is free of charge, cleaning of the exhibits, stand fittings and furniture is extra.

31 Other Services

Other than site only stand construction, and shell stand interiors, Exhibitors may only use the Official Contractors appointed by the Organisers for the services they may require. The Organisers reserve the right to change or appoint additional Official Contractors as may be found necessary.

STAND DESIGN AND CONSTRUCTION

32 Shell Stands

(a) The stands, which will be provided by the Organisers, will be in accordance with the specification given in the Exhibitors' Pack which will be sent to all Exhibitors. The condition governing all additional construction work are also contained in the Exhibitors' Pack.

(b) All additional stand fitting must be contained within the stand structure i.e. no fittings may exceed the height from floor level to the underside of the shell scheme roof beams. This does not apply to simplified shell schemes where only back walls are provided. See also: Clause 35 Delivery of Exhibits.

33 Space Only Sites

(a) Exhibitors must make their own arrangements for stand design and construction. All stands on Space Only Sites will be subject to the approval of the Organisers, although the Exhibitor has freedom of design and choice of stand fitting contractor provided that the contractor selected is party to the terms of the Working Rule Agreement for the Exhibition Industry, currently in force.

(b) Special permission must be obtained from the Authorities through the Organisers where an Exhibitor intends to:-

- i. Erect a multi-storey stand
- ii. Erect any stand of such construction or containing any areas where:
 - a. Provision is made for a closely seated audience
 - b. Any part of the stand or exhibit exceeds 4 metres in height
 - c. The travel distance from any part of a stand to an open side or exit or to a gangway on the stand is greater than 10 metres
 - d. Foundations or cutting of the floor is required

NB. Approval has to be given by the appropriate Authorities for the design, and for the structure. Approval of one does not imply approval of the other. Approval for the structure is conditional upon satisfactory, inspection on site. In either case, four copies of plans with structural calculations must be submitted to the Organisers, for distribution to the Authorities. Exhibitors are reminded that they must satisfy the Organisers that the erection and demolition of the stands can be safely carried out within the allotted time.

(c) All standfitting is backed-up to present a clean appearance from gangways and adjoining stands. The Exhibitor erecting a stand over 2.5 metres in height is responsible for ensuring that the rear of any dividing walls over this height are backed-up and decorated where visible from adjoining stands.

(d) Long runs of walling should be avoided, particularly along open perimeters of stands.

(e) Full dimensional drawings showing all constructional details and positions and dimensions of machinery exhibits must be submitted to the Organisers for approval before any work is put in hand. For stands not exceeding 4 metres in height, drawings must be submitted in duplicate to the Organisers by not later than two months before the opening of the Exhibition.

(f) The Organisers reserve the right to prevent work being carried out by, or on behalf of, any Exhibitor who has not complied with the Rules and Regulations and submitted stand design drawings in accordance with the terms above.

(g) A stand number panel which must be of the uniform design (as specified by the Organisers) is to be displayed to each open side of the stand.

(h) Where an Exhibitor has purchased a stand, whether conventional or modular, the recognised contractor who sold it to the Exhibitor should subsequently service and re-erect it. If that contractor is too busy to re-erect it for a particular Exhibition, then another recognised contractor may undertake the work.

(i) Only those modular systems which are being manufactured in accordance with the Working Rule Agreement for the Exhibition Industry are acceptable. The National Joint Council for the Exhibition Industry shall from time to time advise the Organisers of those modular systems which are acceptable.

34 All Stands

(A) The approval of the Organisers, which will not unnecessarily be withheld, must be obtained for enclosed stands. Special attention should be given to the exterior design of partially or totally enclosed stands and generally, exteriors should have walls relieved by display items. Walls may not be left in plain colours and display or other items attached must not project over the frontages of the space taken by the Exhibitor.

(B) The Organisers may, at the expense of the Exhibitor, remove or alter anything in, on or forming part of any stand, if, in their opinion, it is desirable to do so in the interests of the Exhibition.

(C) All electrical installations must be carried out by the contractor appointed by the Organisers for the area in which the stand is situated.

ALL ELECTRICAL WORK MUST COMPLY WITH THE EXHIBITION VENUES ASSOCIATION REGULATIONS FOR STAND INSTALLATIONS.

a. Appliances:- Any electrical appliance connected to a socket must have been tested by a competent person before it is plugged in and energised. The responsibility for ensuring this testing is carried out is that of the person, or persons, responsible for bringing the equipment into the exhibition hall.

b. Plugs:- Not more than one flexible cord shall be connected to one plug. The rating of fuses in fused plugs shall be appropriate for both the equipment and flexible cord connected thereto.

c. Adaptors:- Multiway plug in type and bayonet adaptors shall not be used. The use of trailing block type 4 way FUSED sockets shall be restricted to the following:

- i. One 4 way unit per fixed socket outlet, subject to a maximum loading of 500 watts total, and its plug shall be fused accordingly.
- ii. A maximum flex length of 2 metres from plug to trailing block unit.

d. Special Lighting Systems:- Where client's own equipment is used, this must comply with all regulations and is subject to testing and spot checks.

Multiple connection safety extra low voltage (SELV) transformers shall be of Class 11 Safety isolating type, conforming to BS3535 having both fused primary and individually fused secondary connections.

NOTE:- The above is a summary of the Rules and Regulations for stand electrical installations compiled by the National Association of Hall Owners. A full copy of these regulations are available from the Organisers. These regulations are subject to revision or addition at any time.

GENERAL ELECTRICAL INSTALLATION REGULATIONS AND PROCEDURE

a. The carrying out of electrical installations may be undertaken only by the official contractor or their agents. Such persons undertaking work will be supervised and approved within the criteria laid down in the BECA Registration Scheme. Confirmation of registration will identify an individual as competent. The Organisers are required to have available for inspection by the suppliers of energy, documentary proof that all persons working on electrical installations are competent.

b. When an installation is complete, the official contractor shall test and inspect the installation. A request for connection and energising of electrical supply form shall be completed and handed over to the energy supplier. The supplier will then carry out a visual inspection and earth loop impedance test. If found satisfactory the installation will be connected to the electrical supply and energised.

c. All exhibitor's or their agent's (client's own) fittings, including displays and light boxes, must be complete with all connectors fully enclosed and having an earth connection at every fitting.

d. All electrical wiring and circuitry assembled prior to arrival on site will be subject to spot checks before connection to the main supply.

Where an installation and /or appliance is found to be faulty, the exhibitor or his agents must ensure that the faults are rectified and advise the official contractor on completion before connection.

e. Where electrical installations and/or appliances do not comply with the regulations, supplies to the stands will not be connected.

f. Flexible cord is not permitted for stand wiring unless forming part of a purpose manufactured system, and being fully in accordance with the appropriate B.S. standard.

g. Flexible leads for static appliances must not exceed 2 metres.

h. Stand switch fuses must be accessible at all times.

i. Extension leads are not permitted.

j. Bare conductor catenary low voltage systems are not permitted.

NOTE:- The official contractor will accept responsibility under the above rules and regulations for all appliances provided, or installations undertaken by its employees or its agents. This responsibility does not extend to installations undertaken by third parties not contracted to the official contractor or to clients own equipment and/or appliances brought into the halls. It remains the responsibility of the individual exhibitors or their agents to ensure that any appliance or installation complies with the rules and regulations referred to above. Any electrical equipment connected or added after energising, and without compliance to the above rules and regulations, may have a detrimental effect on the installation and will be the sole responsibility of the exhibitor or his agent.

k. Exhibitors are asked to notify the electrical contractor of their exact requirements and type of machinery/apparatus. This applies particularly where high fluctuating currents are involved so that the correct mains can be accessed.

l. 24 hour and three phase supplies (240/415v) can be arranged so long as sufficient notice of requirements are given to the electrical contractor. Quotations will be sent for either of these requests.

m. Supplies of electricity should, in most cases, be available from mid-day on the day prior to opening until the official closure of the Show. However, should this not be possible for what ever reason neither the Organisers or the electrical contractors will be held responsible and will not accept any claims for loss of earnings or otherwise.

n. Any exhibitor needing electricity for the running down of machinery etc. after the exhibition closes on the final day must inform the Organising Office of the requirements no later than 17.00 hours on the previous day.

(D) Where illuminated fascia boards are used on stands, the lighting thereof shall be of sufficient power to light the fascia board only, and must not cause any spill of light on to neighbouring stands. No flashing lights will be permitted other than for safety reasons. The Organisers reserve the right to disconnect the electricity supply to any illuminated fascia which, in their opinion, is causing a nuisance to any other Exhibitor.

(E) The Exhibitor will be responsible for any charges of the District Surveyor should his stand design require such attention.

(F) A licence will be issued by the Organisers where an Exhibitor wishes to utilise any sound amplification equipment. Strict compliance with the conditions of the licence will be essential, and applications must be made two months before the opening of the Exhibition.

35 Delivery of Exhibits

i. Space-only stands

Work may commence and deliveries be made to stands from 10.00 on Thursday 6th March. No vehicles will be allowed in the halls after 12.00 on Friday 7th March and all Exhibitors must have their stands ready, and all exhibits (other than those which are small or have special value) installed and arranged thereon by 20.00 on Friday 7th March. **In no circumstances will the Organisers accept or sign for any goods or other material on behalf of an Exhibitor.**

ii. Shell scheme stands

Work may commence and deliveries be made to stands from 08.00 on Friday 7th March. No vehicles will be allowed in the halls after 12.00 on Friday 7th March and all Exhibitors must have their stands ready, and all exhibits (other than those which are small or have special value) installed and arranged thereon by 20.00 on Friday 7th March. **In no circumstances will the Organisers accept or sign for any goods or other material on behalf of an Exhibitor.**

36 Removal of Exhibits

The Organisers' tenancy of the Exhibition premises terminates on 9th March 2008, and all exhibits and other property of the Exhibitor, his servants, agents, employees and contractors, must be removed from the Exhibition premises before 20.00 on 9th March 2008, and the Organisers shall be entitled, if, in their reasonable opinion, the Exhibitor will be unable for any reason to comply with this condition, to remove and despatch such exhibits and property at the risk and expense of the Exhibitor to the address of the Exhibitor stated on the Contract. Immediately after the Exhibition closes on Sunday 9th March 2008, at 17.00, Exhibitors will be permitted to remove portable exhibits and personal effects from their stands under the supervision of authorised members of their staff.

Exhibitors, their agents or contractors, are responsible for the complete removal from ExCeL and all outside areas of all goods and materials used by them, together with all rubbish. Should any Exhibitor, agent or contractor fail to remove any exhibit, stand, wires, ropes or any rubbish within the times stipulated, then the Exhibitor shall indemnify the Organisers in respect of any claim thereby occasioned for failure to give possession of any part of ExCeL on the due date, and the Organisers shall be entitled but not obliged to remove such materials as they consider necessary at the cost of the Exhibitor, who shall be liable for all loss and costs thereby occasioned. The Organisers reserve the right to specify the time at which individual stands and exhibits shall be removed. Notwithstanding instructions issued specifically for the closing night of the Exhibition, 9th March 2008, the security of exhibits, stands, furniture etc. during the remaining days of the demolition period is wholly the responsibility of the Exhibitor, his agent or contractor and the Organisers will not be responsible for any losses that occur.

37 Build-up/Breakdown Personnel

No exhibitor will be admitted to the Exhibition without producing to the gate officials the Exhibitor Build-Up/Breakdown pass issued to him by the Organisers. The Organisers reserve the right, at their discretion, to withdraw the pass issued to any person if complaints have been received concerning his conduct.

Under no circumstances will persons under the age of sixteen or animals be permitted entry to the Exhibition Hall during the build-up or breakdown periods.

38 Dilapidations

Exhibitors are responsible for the cost of making good, restoring or renewing in all cases of serious damage or dilapidations to ExCeL or any part thereof, whether caused by themselves, their agents or contractors or by any person or persons employed or engaged on their behalf by any such agent or contractor.

Exhibitors occupying shell stands are also responsible for the cost of making good, restoring or renewing and damage or dilapidations to shell stand structures, floor coverings, light fittings, or any part thereof, whether caused by themselves, their agents or contractors, or by any person or persons employed or engaged on their behalf by any such agent or contractor. The cost of making good any damage will be assessed by the shell stand contractor and charged to the Exhibitor. The Organisers in conjunction with ExCeL will inspect every site before erection and after demolition of the stand.

Dilapidations include (by way of example only) marks caused by paint, distemper, mortar or any other adhesive substance; bolt, screw or nail holes; battens, boarding or any other material or substance attached or adhering to walls, floors or any part of the building; loose wire or other things left behind. The cost of making good will be assessed by ExCeL Ltd and charged to the Exhibitor by the Organisers. In their own interest, Exhibitors should satisfy themselves as to the condition of their site, both before erection and after clearance.

39 Employment of Labour

All stand-fittings, construction and display work brought into the Exhibition or carried out at the Exhibition should so far as it is possible to do so, be undertaken by operatives who are members of the appropriate Trade Union at rates of pay and overtime in accordance with the terms of the Exhibition Agreement. If the Organisers shall be of the opinion that any work is being, or may be or is proposed to be or has been carried out in such a matter or upon such terms or by such persons that there is a risk of a strike or stoppage of work by any persons or of any industrial dispute or labour difficulties the Organisers in their absolute discretion may (if the work is being or may be or is proposed to be carried out) require the Exhibitor to stop or not to carry out the work or to cause it to be carried out in a different manner and in any event the Organiser may terminate the licence of the Exhibitor by immediate notice to him.



ExCeL Exhibition Centre • London • 8th/9th March 2008

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