22 FLOOR PLANS

22.1 Floor Plans – General

It is essential to ensure that all event plans comply with the venue's regulations and that the initial plan is issued to the venue immediately after the contract is signed and before the event sales process begins, a minimum of three months prior to the event.

The event organiser must provide final approved layout plans 6 weeks prior to the first day of tenancy at The CCD.

The following must be clearly defined.

- The location of all fire points – alarms, extinguishers, hydrants, sprinklers, house telephones and sliding smoke doors and shutters between the halls, together with their control switches, which shall be kept clear and accessible at all times .

- The location of floor boxes, service ducts and vehicle entry doors, as access is required to essential services provided from these locations.

- The location of the under-floor ducts to ensure that the termination of services can be adequately accommodated within all areas. The contractor providing the fittings must make sure that any cables are located safely and to the satisfaction of the venue or the mains supply will not be provided. Ramping of such services in gangways is prohibited.

- All venue facilities, including catering, toilets, first aid centres, cloakrooms, organiser's offices, etc.

- Plans must be to a scale (minimum 1:200) submitted in electronic format. Plans reduced in size and not to scale are not permissible.

- The size and position of each exit from the event, the width and position of each gangway and position of each stand, stages, features and lighting rigs.

- The event name, organiser, open dates, floor level and hall.

- Details of Temporary Demountable Structures, Complex Structures and Space-Only Stands must also be submitted to The CCD 6 weeks prior to the first day of tenancy. Please refer to the Stand Plans section for specific guidance.

- Gross and net space figures. Space allocated to stands must not be greater than twice the space allocated to gangways.

The following should also be considered.

- Void areas
- Locations of high risk exhibits or displays
- Height restrictions around the venue
- Loading to roof and floor
- Positioning of temporary lifts, mechanical and electrical apparatus and equipment that may require ventilation.

If stands, decorations or exhibits obstruct venue signage or notices, the event organiser must provide additional notices. If required, the venue will carry out the provision and fixing of these additional notices at the expense of the event organiser.

The venue will accept no responsibility for any floor plans that fail to comply with these regulations or that vary from the layout plan that has been approved.

22.2 Gangways

Gangways must conform to the following.

- Clear access routes to all emergency exits. All fire exits must be kept unobstructed at all times.
- The arrangement of each gangway shall be such that alternative routes of escape are provided.
- A perimeter gangway shall be provided from each exit door on the perimeter of the hall to the centre line of that hall. Each such gangway must have a width of not less than 3m and shall have a clear area not less than 5m deep across the entire width of each emergency exit door.
- Minimum gangway width must be 2m. Depending on the event profile, wider gangways may be required, especially around feature and busy areas.
- Gangways must not exceed 45m in length without an intersecting gangway.
- If a pillar is in a gangway, 2 metres must be kept clear on one side of the pillar.
- ‘Doglegs’ should be avoided. As a guide, 50% of all gangways should be straight, from side to side or top to bottom
- No gangway leading from the centre of the hall towards the perimeter is to decrease in size, in order to prevent possible crushing in an emergency.
- Gangways adjacent to any stand or stage used for demonstrations or performances must be maintained clear of obstruction. Additional space for an audience, where applicable, must be planned into the floor layout, as people are not permitted to congregate in the gangways.
- Where an area is not enclosed, for example, seating area or feature, has no raised platform and contains an unobstructed area that is of the required height and width in line with a gangway, clear 2m gangways will be required through the area.
- Structures over gangways are only allowed on agreement with the venue and must have a minimum clear height of 2.2m.

22.3 Final Floor Plans

The event organiser must provide final approved layout plans six weeks prior to the first day of tenancy to The CCD. In addition to the above, the following must be defined.

- The final block layout of stands. All gangway and stand dimensions must be indicated.
- All feature areas, including platforms and stages, temporary structures, service areas, displays and foyer layouts.
- Identification of space only stands, complex structures, multi-storey stands and shell scheme stands.
- Seating areas, for example, seminar rooms, theatres, hospitality and catering areas, temporary kitchens, etc. Exits from these must not encroach into dedicated gangways or exit routes.
- Hospitality areas, including dressing rooms, temporary covered ways, sleeping and stable accommodation. Exits, gangways and any seating layouts must be defined.
- Any high risk areas, stands or exhibits, including naked flame, special effects and apparatus that requires guarding.
- Any curtains or baffles to exits, temporary barriers and turnstiles.
- Void area's must not be used and must be kept clear at all times.
- Final gross and net square metreage.
- Positions of free-standing signs, including information desks and 'You Are Here' boards.
- Locations of temporary illuminated exit signs. These must comply with the regulations for exit signs. Refer to **Fire Safety** section for checklist for the use of Temporary Fire Exit Signage.

We do not provide storage facilities for exhibitors. Storing of packaging and literature etc. to the side or behind stands is forbidden as it creates a fire risk. We advise that, where feasible, storage areas are built into exhibition stands.

22.4 Use of Foyer Areas and Hall Entrances

Applications to erect or place offices, desks, counters, signs or other structures in the Foyer areas of the venue are to be made to the Event Manager at least two months prior to the first day of tenancy. These plans must be to scale, in electronic format and comply with the conditions set out in the Floor Plan – General and Gangways section above. See **Appendices** for copy of drawings which identify the foyer space that must be kept clear at all times.

No work is to commence in the relevant Foyer areas of the venue until approval has been given in writing by The CCD.

22.5 Feature Areas (Live Action and Public Participation etc.)

Full details of special feature arrangements must be submitted at the same time as the overall floor plans, together with a method statement and risk assessment detailing how such areas will be managed including queuing areas and any necessity to control noise levels or fumes.

Any materials brought onto site such as soil, sawdust, straw and hay etc. must be clean and free from contamination from previous usage (for example, chemicals). All such materials must be removed at the end of the show.

22.6 Marking Out

The CCD will arrange for the marking out of the perimeter of all stands and feature areas onto the floor of the halls.

For this purpose, The CCD will use final floor plans showing the following.

- Stand identification numbers

- Dimensions of all:
    - Stands;
    - Staging;
    - catering areas, and
    - feature areas.

- The widths of gangways between:
    - stands and feature areas;
    - stands and staging;
    - stands and catering areas; and
    - front of stands, hall columns and walls.

The show organiser is to check and agree the marking out prior to the erection of stands and feature areas and any discrepancies between the drawing and the marking out are to be notified to The CCD immediately.

The CCD will accept no responsibility for incorrect marking out if this procedure is not followed or if the plans issued to The CCD vary from layout plans issued by the organiser to others.

22.7 Build-Up and Breakdown Period

Exhibitors and contractors are required to wear appropriate PPE (Personal Protective Equipment) during the build and breakdown periods. This will include high-vis vest and jackets, appropriate footwear and hard hats (where applicable).

The CCD will identify the emergency gangway that must be kept clear during both the build-up and breakdown periods.

The event organiser is to manage the build by maintaining the emergency gangways, as they form part of the evacuation route. The event organiser must communicate these gangways to their contractors and exhibitors.

The organiser and/or their logistics contractor are to deliver build material in such a manner to maintain access and egress.

During the build-up and breakdown period the Stage Manager will monitor the gangways and may request that gangways have to be cleared to ensure a clear route is maintained. The event organiser, their contractors and exhibitors will ensure they adhere to such requests.

The organiser must provide a detailed build and breakdown schedule for their event five days prior to tenancy. In the absence of same, The CCD may prepare this at a cost to the organiser.

There will be a Health & Safety walk one hour prior to the exhibition opening with representatives from The CCD and the event organiser. The exhibition will not open until The CCD is satisfied it is safe to do so.

Following the closure of an exhibition, breakdown may not commence until the hall is clear of all visitors and children.

The breakdown arrangements are agreed during the tenancy but on the actual day are subject to change.

Major contractors will not have access to the hall until 60 minutes after exhibition close. Exhibitors are given priority to remove small exhibits, brochures and material that are hand held from the halls first before major works begin.

The CCD will determine when access doors to halls are safe to be opened for contractor and plant and machinery access.

22.8 Show Open Period

Any gangway shall be maintained unobstructed and available at all times and shall comply with the following requirements insofar as they are relevant.

- No part of any stand, exhibit, fitting or furniture shall project beyond the boundary of the stand and no door or window on the stand shall open outwards onto a gangway.
- Where an exhibition space is not provided with a platform, the space shall be clearly defined and the exhibits shall be so arranged as to maintain uniform gangway width.
- Where raised platforms are provided, the corners of the stands at gangway junctions shall be rounded off or splayed or otherwise protected so as to ensure clear passage.
- Any floor covering to a gangway shall be of a non-slippery and even surface and shall be so secured and maintained so as not to be a source of danger.
- While the exhibition is open to visitors, no plant and machinery shall traverse the gangways and no hand trolley, truck or pallet truck shall be left unattended.
- No stand building or dismantling shall take place during the time an exhibition is open to visitors.
- Any night sheets used in conjunction with a stand shall be secured in a rolled up position so as not to cause an obstruction.

- Rope or chain type barriers, fitted with automatic catches or slip connections must be arranged so as not to trail on the floor when parted and with fittings that do not project into any gangway.

22.9 Exits, Entrances and Doorways

Every entrance and exit door shall be available for use while an exhibition is open to visitors and shall not be secured closed by means of any fastening other than panic bolts.

Any exit shall be maintained completely unobstructed on both sides and available at all times.

Doors to the venue or to the relevant event space shall be opened to the full width before visitors are admitted and shall be kept locked in that position until the exhibition is closed to visitors

The entrances, foyers, vestibules and other circulation spaces shall not be used for the accommodation of stands or other material or structure likely to impede the circulation of visitors.

Carpet should be cut back from the edge of the hall entrance door channel so that the doors can be easily opened and closed.

No vehicle, trolley, refuse container, hand cart or material shall be placed outside the exit doors of the centre in such a manner as to impede the means of escape.

22.10 Miscellaneous

Cavities and spaces between or behind stands shall be sealed off and shall not be used for any purpose other than the passage of services.

No empty crates, cartons, boxes, shavings or other packaging material shall be stored on, in, under or behind any stand but shall be removed when unpacking has been complete.