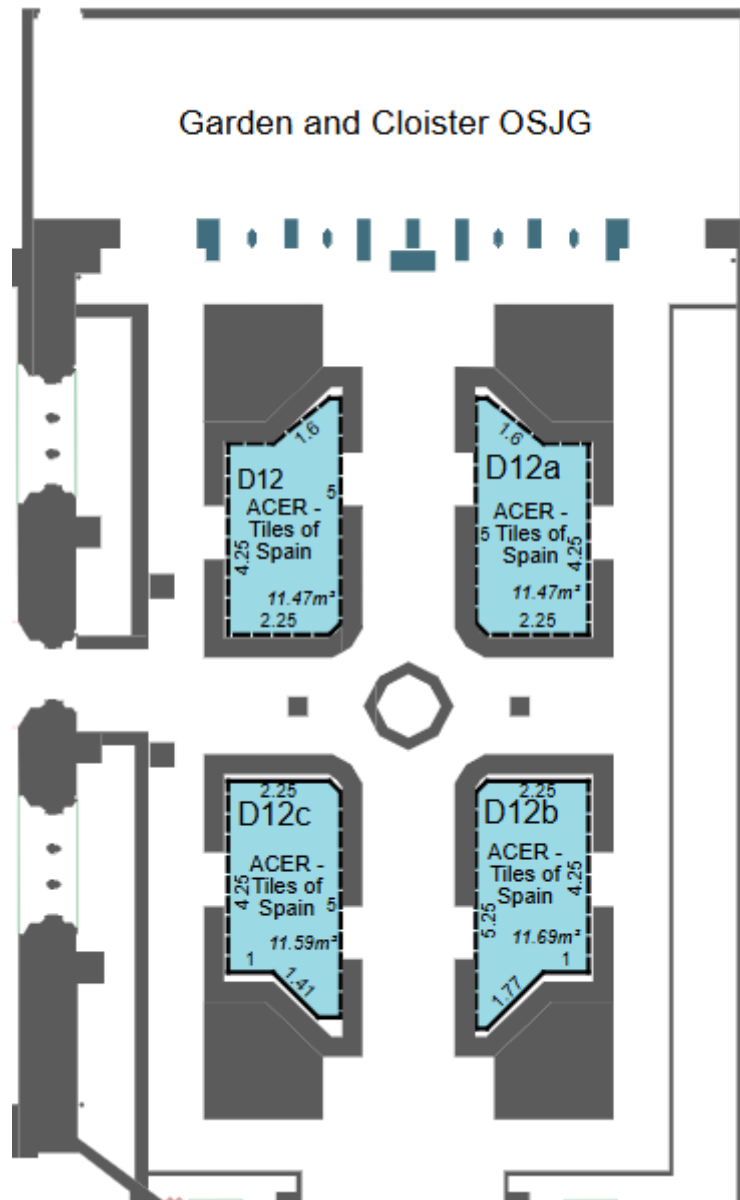


Detail



Build Times

Sunday 17th May 16:00 – 18:00

Monday 18th May 08:00 – 20:00

Open

Tuesday 19th May 10:00 – 18:00

Wednesday 20th May 10:00 – 21:00

Thursday 21st May 10:00 – 17:00

Breakdown

Thursday 21st May 17:00 – 20:00

Space Only Information

Your space will be marked-out area, on which your stand can be built. There are no walls, electrics or furniture provided.

Your stand plan, including your Risk Assessments and Method Statements, must be submitted for approval.

All walls must be self-supporting.

All stands should be designed and built in-line with the e-guide and Organiser regulations. To allow the open flow around the event we would request that you have no more than 3 linear metres without an opening.

If located on an island site no walls should be built that are more than 50% the width of the stand and any outward facing walls must be dressed.

If your stand shares a neighbouring wall with another exhibitor, it is important to ascertain from the Organisers the intended build plans for both parties. All rear walling that is visible over the neighbouring stand will need to be dressed and finished, please note: no branding can be used above a neighbouring stand.

All space only exhibitors will need to submit the following information via the Stand Plan Submission Form.

Stand plans clearly showing elevation and plan views with all measurements and dimensions noted; to include height position of any AV, walling, major exhibits, platforms etc. Plans must clearly show the orientation of the stand within the event.

Stand build material information if not included on your plans.

A specific Risk Assessment covering the build and breakdown of the stand.

A Method Statement covering the build and breakdown of the stand.

A construction phase plan as your individual stand area is classed as a construction site in its own right.

Public Liability Insurance which covers the company building and dismantling your stand.

If your stand is complex (please see below) you must also submit structural calculations and construction drawings.

Complex Stands

Should your stand be deemed as complex the shows structural engineer will need to be appointed to review your stand design and accompanying structural information/ calculations.

Complex stands can be defined as follows (please note this is not an exhaustive list)

Any structure regardless of its height which requires structural calculations.

Multi-storey stands

Any part of a stand or exhibit which exceeds 4m in height

Custom-built/ bespoke suspended structures

Sound/ lighting towers

Staircases or steps

Platforms and stages over 0.6m in height and all platforms and stages for public use (not including stand floor flats and platforms)

If the stand design is complex the following must be supplied.

Structural calculations and construction drawings

A completed certificate of structural integrity for the design by an approved structural engineer.

The stand will also need to be inspected for final sign off on site, once built, before the exhibition is open to the public.

Please note that the exhibitor is liable for all charges relating to this.

Clerkenwell Community

We kindly ask all our exhibitors and contractors to respect that the surrounding area of Clerkenwell Design Week (CDW) is largely residential. We would like to reiterate the need to act responsibly both in the venue and the surrounding area. Please be considerate and respectful when it comes to noise (loud voices, vehicles left running etc.) The local community support is important to the staging of CDW, exhibitors and contractors found not to be acting responsibly will be asked to leave the festival site.

Access

Access to Fire Exits and non-exhibition space must be maintained. The top step of the altar must be kept clear at all times.

Candles

No candles or open flames on stands.

Paintings and Artwork

It is the responsibility of all exhibitors and contractors to operate in a safe and considerable manner when in the Order of St John. The artwork throughout the venue is highly valuable. In the unlikely event that artwork is damaged, CDW will reclaim the amount from the exhibitor that caused it.

Canvassing / Aisle Congestion / Of Stand Promotions

Exhibitors may only conduct business and distribute literature from their own stands – please plan your space accordingly. Activities may not spill into gangways or anywhere else across the site. If unwelcome visitors trying to sell their products approach you on your stand, please take a business card from them and inform the organisers. On stand promotions are permitted provided they do not in any way interfere with other exhibiting companies. Presentations which lead to crowding of the aisles, walkways and entrances, or in the view of the Organisers present a safety hazard, are not permitted.

Code of Practice

Please ensure that your stand is staffed at all times during the show open period and that all exhibits remain displayed during the show open hours. We ask that no televisions are displayed on stands. In order that no discourtesy is shown to last minute visitors to the show, we ask that no dismantling of displays or exhibits commence until all visitors have left the halls on the final day of the exhibition. You will be notified of when it is safe to begin breakdown by the Floor Manager. Products of companies not exhibiting at the show cannot be used on stands for display purposes without permission from the Organisers. All products must be originals and not copies.

Disabled Access

Due to the nature of the building, there is no wheelchair access to this venue.

Fixing to venue

Under no circumstances is any exhibitor permitted to drill/fix anything to the walls or any part of the existing structure. All structural additions made to the space must be explained in the stand plan and approved accordingly. If you wish to drill / fix anything to your shell scheme stand, please contact Whitespace Expo as there will be additional costs. **Please note that there is NO painting permitted in the venue** - you can colour change using leatherette colours.

Flammable Liquids

The use of any flammable liquids is not permitted.

Flooring

Appropriate care and protection must be taken with regard to the existing floor surface.

Food & Drink

Under no circumstances is any food or drink to be taken into the church or crypt by either visitor or exhibitor. This unfortunately means no drinks receptions are allowed to take place at a stand within Detail.

Gangways

The gangways within the event are the minimum permissible by law and have been subject to approval by the Local Authority. Under no circumstances can any part of your stand, furniture or exhibits project beyond the boundary of your stand.

Height of structural elements

No solid structural elements above shoulder height must be built/positioned of the perimeter wall.

Insurance

Exhibitors are reminded that in accordance with the Rules & Regulations they must take out adequate exhibition insurance cover. Whilst we take every precaution, we are not responsible for damage or loss to stand fittings and exhibits and cannot accept any responsibility for damage or loss of any properties introduced by the exhibitors and / or their agents / contractors. We advise you to take out adequate insurance to cover your property. Cancellation and Abandonment insurance to cover your costs and expenses is also highly advisable should you not be able to attend due to adverse weather for example or if the show was to be cancelled or abandoned for any reason. This is a specialist form of insurance normally only found on a separate Exhibition Policy. Exhibitors are responsible for any damage they cause to the venue and cost of which will be payable by the exhibiting company.

Music

Music on stands is allowed provided it is at an acceptable level, this is at the Floor Manager's discretion.

Risk assessment & H&S requirements

Exhibitors must complete and return the Health & Safety declaration. Only once this has been received may personnel passes be applied for. The exhibitor responsible for the stand should ensure that a suitable and sufficient assessment of risks to the health and safety of employees whilst they are at work, has been carried out. It should also cover persons not in his employment, arising out of, or in connection with the part the exhibiting company is to play within the exhibition (i.e. during the exhibition build-up, open days & breakdown). Such an assessment should be recorded and reviewed as necessary. A person must be appointed who is responsible for health and safety matters on the stand. Their contact details should be detailed in your risk assessment. Please ensure that your team and any third party contractors working on your stand during the event have been issued with a copy of the site rules prior to coming onsite.

Storage and Packing Materials

There is no storage available within the venue. This includes storage for packing materials. If you are unable to remove your packing materials please contact our official logistics partner ILS jl@i-l-s.co.uk who can arrange this service for you.