

## **Access**

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|---------------------------------|-----------|
| Thursday 30 <sup>th</sup> July  | 1pm – 5pm |
| Friday 31 <sup>st</sup> July    | 8am – 6pm |
| Saturday 1 <sup>st</sup> August | 8am – 8pm |

## **Space Only Stands**

The space only package **does not include** stand fitting, walling, electrics or carpet.

Please provide the organiser with the contact details of your appointed stand contractor as soon as you have them so we can send them a copy of this manual.

Either you or your stand contractor **MUST** send two sets of detailed plans showing structural stability of the stand. Detailed drawings should show the form and dimension of every structural member with appropriate general arrangement plans, sections and elevations, including full details of stairways, and most importantly, calculations of loading and strength. We also require a risk assessment which covers the construction and dismantling of the stand and operating from the stand during the open period, insurance certificate and a method statement from your contractors. Please send the plans, risk assessment and method statement to [georgia@harrogatefashionweek.com](mailto:georgia@harrogatefashionweek.com).

A few things to note:

- If stand walls exceed 2.5m the exhibitor is responsible for making good both sides of the wall.
- The maximum height permitted within any individual stand is 4 metres. Please note you are not able to build to this height in all areas of the Harrogate International Centre, please check your individual stand with the organisers.
- If you are laying your own carpet please ensure the tape is completely removed on break-down, any cost incurred by the organiser will be forwarded to the exhibitor.
- All electrical installations must be carried out by the official contractor. Please arrange for power connections.
- Stands must be built within the area of space contracted; this is a health and safety issue. No stand should impinge or overhang the gangway.
- Space only sites are not permitted to attach any material to the Traditional Stand Build walls, which may be adjacent to their stand.
- Exhibitors should note that all ducts must be kept clear of dust and that no obstruction can be left in front of the fire hose points situated throughout the halls.
- Exhibitors are not permitted to wall off any sides of their stands which show as open on the plan, as this is not effective for the exhibition. However glass/perspex panelling is permissible as they allow visitors to see into the stands.
- All stand construction and displays must be made from fireproofed materials to the satisfaction of the authorities.
- The Organisers are not able to supply labour for the handling of goods and other items. Exhibitors should arrange with an appropriate contractor for this service.
- Stand contractors are responsible for leaving the gangways free from rubbish at all times during the build. If there is a lot of things to be disposed of at the end of the build this must be agreed with the organisers.

**PLEASE NOTE THAT THE ORGANISERS RESERVE THE RIGHT TO REFUSE TO APPROVE STAND PLANS IF THE ABOVE GUIDELINES ARE NOT MET.**