

The National Exhibition Centre  
Rules and Regulations  
April 2010

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## PART 1 – GENERAL

### 1.1 Definitions

In these Rules and Regulations the following definitions will apply in addition to the definitions contained in the Venue Licence Agreement (unless the context otherwise requires):-

Certificates of Compliance	means a declaration by the Customer that the proposed layout for an Exhibition complies with the requirement set out in the Rules and Regulations and The eGuide;
Competent Person	means someone who is qualified by training, knowledge and experience to carry out an activity or process with a clear understanding of the hazards and the precautions that will be required;
Competent Persons Register	means the register of Competent Persons that is maintained by NEC
Engineer	means any engineer who is a member of the Institute of Structural Engineers
Engineers Register	means the register of Engineers that is maintained by NEC
Event Manager	means the employee of NEC who is responsible for the planning and delivery of a particular Exhibition
Fire Safety Arrangements (Tier 1)	provide essential information about the existing fire safety protection and detection measures in each of the NEC Halls. This allows Customers to undertake their own risk assessment based on the fire hazards being introduced through their event. Information includes a general premises description, occupancy and size, fire extinguisher and sprinkler provision
Method Statement	means a procedure that describes how a task can be carried out in ways that minimise the risks associated with it
Responsible Person	is as defined in the Regulatory Reform (Fire Safety) Order;
Risk Assessment	means a careful examination of what, in relation to a particular Exhibition, could cause harm to people so that the Customer can weigh up whether they have taken enough precautions or

should do more to prevent harm

### Temporary Structure

means any temporary demountable structure assembled and installed for use at an Exhibition at the Centre, which is intended to remain in-situ for the Exhibition only, including without limitation grandstands, scaffold, timber and fabric structures, filming and lighting platforms but excluding exhibition stands

## 1.2 Scope of the Rules and Regulations

a) These Rules and Regulations shall be observed and performed by all Customers, Exhibitors and other Sub-Licensees, and their Contractors, sub-contractors, agents and servants.

b) These Rules and Regulations apply in addition to:

- All relevant Law
- The Agreement
- The eGuide

1.3 These Rules and Regulations are subject to revision or addition at any time and details of any revisions or additions can be obtained from NEC.

1.4 If there is any conflict between the following, to the extent that there is any conflict only, the order of precedence shall be:-

- 1 The Agreement
- 2 These Rules and Regulations
- 3 The eGuide

## PART 2– GENERAL RULES

### 2.1 Floor Loadings

The floor loadings as detailed below must not be exceeded.

The NEC Hall floors, including duct covers and the floor above the tunnels or other subways can withstand a loading of 20 tonnes per square metre (2 tonnes per square foot) with the following exceptions:

#### Halls 1–5

At the east and west ends of Halls 1 – 5, within the area between the catering service pods and a line of 3 metres in from of them, the maximum permitted loading is 2.5 tonnes per square metre and an axle loading of 10 tonnes.

#### Halls 2–4

In addition to above, in Halls 2 and 4, within the area between the sliding fire and smoke doors (which give access to Halls 1 and 5 respectively) and a line of 15 metres to the north, the maximum permitted loading is 2 tonnes per square metre and an axle loading of 8 tonnes

#### Pavilion 2

Within 3 metres of the east, south and west walls of this Hall, the maximum permitted loading is 2.5 tonnes per square metre and an axle loading of 10 tonnes.

### 2.2 Traffic

All vehicles entering the road systems or the service bays at the Centre must conform to the speed limits, road signs and instructions given by NEC's stewards or NEC law enforcement officers. All private cars must be parked in designated areas except when unloading and loading, where the specified loading and unloading bays shall be used.

Failure to display a valid pass, at any time, or adhere to the Centre traffic rules will result in vehicles being removed by NEC. Instructions given by Event Management and/or NEC traffic & security department must be adhered to at all times.

The maximum safe clearance beneath the high voltage electricity grid lines, which traverse the Centre's access roads, is 5 metres.

## 2.3 Fire Safety

The Customer shall appoint a Responsible Person in accordance with the [Regulatory Reform \(Fire Safety\) Order 2005 \(RRFSO\)](#).

The Customer's Responsible Person shall work in conjunction with the NEC's Responsible Person.

The Customer must ensure a fire risk assessment is undertaken prior to the commencement of the Open Period and must appoint one or more Competent Persons to provide fire advice, guidance and support in undertaking a fire risk assessment and implementing the resulting preventative and protective measures at the Exhibition.

The fire risk assessment must consider all individuals who may be affected, and pay particular attention to those at special risk - such as the disabled and other vulnerable groups including new and expectant mothers.

The fire risk assessment must also make provision for any dangerous substances liable to be introduced onto the premises as part of the Exhibition.

The Customer must ensure, as far as is reasonably practicable, that outbreaks of fire do not occur but, if and when they do occur, they are rapidly detected, effectively contained and efficiently extinguished. An involvement in fire precautions is therefore the basic responsibility of the Customer and its Exhibitors together with all persons with management responsibility.

The Customer must at all times abide by these requirements and follow the procedures laid down by NEC. Fire Safety Arrangements (Tier 1) are made available by NEC Event Manager and are also available from the NEC safety team.

### Fire Extinguishers

Where additional fire risks are identified through the fire risk assessment processes for the Exhibition, the Customer and Exhibitors responsible for fire safety at the Exhibition must provide the appropriate number of fire extinguishers to combat these additional fire risks and ensure that any additional extinguishers placed on stands or elsewhere at the Exhibition are suitable for the type of fire they may be used to extinguish.

## PART 3 – PROCESSES

The processes detailed in this Part 3 appendices are tools that Customers, Exhibitors and Contractors should use when complying with The eGuide and NEC's Rules and Regulations.

NEC maintains a register for the following:

- Competent Person
- Engineers

To be added to the Competent Person Register please complete the form at Appendix 1

To be added to the Engineers Register please complete form at Appendix 2

Only persons on the registers can sign NEC Certificates of Compliance as detailed in the relevant Appendices. All Certificates of Compliance must be signed by the Customer and/or a Competent Person/and or an Engineer before they can be accepted by NEC.

- Form 3      The Customer/Exhibitor should use the form at Appendix 3 for an Exhibition Layout Certificate. This form should be submitted with an Exhibition Floor Plan.
- Form 4      The Customer/Exhibitor should use the form at Appendix 4 for a Certificate of Integrity for Complex Stand Structures. This form should be submitted for stands above 4m in height or with a platform greater than 600mm.
- Form 5      The Customer/Exhibitor should use the form at Appendix 5 to notify NEC of items of special risk. This should be submitted with a list of all items - please see form for all categories.
- Form 6      The Customer/Exhibitor should use the form at Appendix 6 for a Certificate of Integrity for Temporary Structures such as marquees or VE Door structures.
- Form 7      The Customer/Exhibitor should use the form at Appendix 7 for a Certificate of Integrity for Temporary Demountable Seating such as tiered seating.
- Form 8      All pyrotechnics used at the Exhibition must be notified to NEC using the checklist at Appendix 8.
- Form 9      The Customer/Exhibitor should use the form at Appendix 9 for a Certificate of Integrity for Exhibition & Event Rigging. This form is required for all rigging not installed by NEC.
- Form 10     All applications to use LPG must be notified to NEC using the checklist at Appendix 10.
- Form 11     All applications to use or exhibit a laser must be notified to NEC using the checklist at Appendix 11.
- Form 12     All applications to use items controlled by COSHH must be notified to NEC using the checklist at Appendix 12.

Form 13 All applications to use items of special risk must be notified to NEC using the checklist at Appendix 13 – please see form for all categories.

## PART 4 – TEMPORARY STRUCTURES

All Temporary Structures erected and or installed at the Centre shall comply with The Institution of Structural Engineers - Temporary Demountable Structures Guidance (Third edition April 2007). ("Guidance")

The Guidance is available from: The Institution of Structural Engineers, 11 Upper Belgrave Street, London SW1X 8BH.

The design must include provision for emergency lighting of escape routes. Combustible materials must not be stored underneath raised areas. Please be aware that NEC has the following specific requirements in addition to The Institution of Structural Engineers.

### Temporary Structures Guidance

#### Temporary Structures Specification

##### 1. General

- (a) All Temporary Structures installed at the Centre shall be designed, installed, maintained and dismantled in accordance with the following regulations and codes of practice:
  - Muta Code of Practice.
  - Temporary Demountable Structures Guidelines issued by the Institute of Structural Engineers.
  - Management of Health and Safety at Work Regulations 1999.
  - The Work at Height Regulations 2005.
- (b) The following information is required to be submitted to NEC no later than 6 weeks prior to installation.
  - EITHER: a full set of design drawings and calculations for the standard structure, stating any restrictions for use OR
  - a set of design drawings and calculations for the specific structure, stating any restrictions for use; AND
  - A Method Statement; AND
  - A Risk Assessment for installation, removal and use of the Temporary Structure.
- (c) Before commencing installation, the Customer shall obtain a permit to work from NEC;
- (d) The Customer and/or Exhibitor/Sub-Licensee shall ensure that a Competent Person supervises the installation and dismantling of the Temporary Structure;

- (e) On completion of installation the Customer shall submit to NEC:
- A Certificate of Compliance signed by a Competent Person stating that the structure has been installed in accordance with the design, certifying that it is safe for its intended use;
  - For electrical installation requirements, please refer to Part 5.
  - NEC shall be deemed to have accepted the Temporary Structure from the Customer on satisfactory completion of a joint inspection between NEC and the Customer.
- (f) On dismantling and removal of the Temporary Structure, the Customer shall return the Centre and/or Venue to its original condition. NEC shall carry out a Centre and/or Venue inspection with the Customer.

## 2. Design Considerations

- (a) The Centre should be treated as an 'open' site for wind speed purposes.
- (b) The Customer shall visit the Centre and be fully familiar with all local conditions.

## 3. Particular Conditions

- (a) The materials used in the construction of a Temporary Structure shall be in good condition and clean and free from all deleterious material, marks and staining;
- (b) Where fabric is used, this shall be not more than 3 seasons old and shall be clean and free from marks, staining, fading and other deleterious material. Unless otherwise stated, fabric will be white and of a uniform shade, opacity and texture, the mixing and matching of fabric will not be permitted. The Customer shall submit a certificate stating the date of first use of the fabric.
- (c) All structural members shall be in good condition and shall be free from damage. Structural members must not be more than 10 years old, all structural members shall be inspected at least once each year for obvious signs of damage and for structural integrity.
- (d) Wall panels and all other non-structural members shall be clean and free from marks, staining and other deleterious material and shall be in good condition.
- (e) The Customer shall be responsible at all times for the structural integrity of the Temporary Structure. The Customer shall ensure that there is a qualified and competent technician available:
- EITHER at the Exhibition on site during the Open Periods (if required by NEC).
  - OR on 24 hour call during the Licence Period.
  - The Customer shall provide NEC with emergency call out contact details.

- (f) Where fixings to the ground or fixings to existing structures are permitted by NEC, the Customer shall:
- Ensure that all holes are pre-drilled.
  - Ensure that fixings are capable of withstanding the implied load(s).
- (g) Where bolts or stakes exceeding 300mm in length are to be inserted into the ground, the Customer shall take all reasonable measures to satisfy himself that there are no buried services within the immediate locality.
- (h) The Customer shall be responsible for the repair to any damage caused by the installation of the Temporary Structure. In the event that the Customer does not repair the damage NEC will carry out repairs at the expense of the Customer.

## APPENDICES – NEC PROCESS FORMS

- APPENDIX 1. Competent Person Register
- APPENDIX 2. Engineers Register
- APPENDIX 3. Exhibition Layout Certificate
- APPENDIX 4. Complex Stand Structure Certificate of Integrity
- APPENDIX 5. Items of Special Risk – Confirmation of Compliance
- APPENDIX 6. Temporary Demountable Structure Certificate and Checklist
- APPENDIX 7. Temporary Demountable Seating Certificate and Checklist
- APPENDIX 8. Pyrotechnic Checklist
- APPENDIX 9. Exhibition and Event Rigging Certificate of Integrity
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- APPENDIX 12. COSHH Risk Assessment
- APPENDIX 13. Special Function Checklist

## Application Form 1 – Competent Person Register

Please return to:  
The NEC Safety Health and Environment Department  
Centre Core, Birmingham B40 1NT - Telephone: 0121 767 2391 Fax: 0121 767 3571

A Competent Person is required to be suitably qualified and trained and to have practical and theoretical knowledge and experience to enable them to function properly in specific areas of responsibility. The Competent Person shall have the requisite ability and qualities to be capable of predicting potential hazards and the authority to take immediate action to eliminate such hazards along with the maturity and knowledge to seek such specialist advice and assistance as may be required to enable him/her to make necessary judgments based on the supporting opinions of other specialists.

The Competent Person must be able to certify with confidence that any arrangements are, so far as is reasonably practicable, free from defects and suitable in every way for safe use.

In order to properly demonstrate competency NEC will make an assessment of each personal application based on; training, experience and qualifications. Please therefore send relevant experience/qualification information in the form of a C.V. Please also send up to date insurance documentation (*Public Liability insurance £5m minimum, Professional Indemnity insurance £2m minimum*).

Certificates of Integrity will only be accepted from appropriately graded competent persons.

**NEC reserves the right to inspect any arrangements purported to comply with the Rules and Regulations and The eGuide and prohibit use of areas if considered to be unsafe, unfit for use or not complying with the appropriate regulations.**

Company Name: .....

Address: .....  
.....  
.....  
.....

Telephone: .....

Fax: .....

Email: .....

Enclosed are copies of relevant professional indemnity insurance and public liability certificates. (Including; insurer, policy number, expiry date & limit of indemnity)

NAME:		SPECIMEN	
DATE:		SIGNATURE:	

Comments: ..... NEC Registration Number:

..... Grading:

Signed: ..... Date: .....  
NEC

## Application Form 2– Engineers Register

Please return to:  
 NEC Safety Health and Environment Department  
 Centre Core, Birmingham B40 1NT - Telephone: 0121 767 2391 Fax: 0121 767 3571

NEC reserves the right to inspect any arrangements purported to comply with the Rules and Regulations and The eGuide and prohibit use of areas if considered to be unsafe, unfit for use or not complying with the appropriate regulations.

Company Name: .....

Address: .....  
 .....  
 .....  
 .....

Telephone: .....

Fax: .....

Email: .....

Enclosed are copies of our professional indemnity insurance and public liability certificates.

(Including insurer, policy number, expiry date & limit of indemnity)

NAME OF ENGINEER: (PLEASE PRINT)	QUALIFICATIONS OF ENGINEER:

Comments:.....  
 .....

Signed: ..... Date:.....  
 NEC

## Form 3 - Exhibition Layout Certificate

Completed form is to be sent to the NEC Event Manager for the show.

**Design Stage Certificate**

**Construction Stage Certificate**

(Please Tick as appropriate)

Exhibition / Event..... Dates .....

Halls..... Venue ..... Drawing No .....

**Declaration:** The layout for the above show has been checked and I can confirm that it appears to comply with the requirements of the eGuide Floor Plan Regulations.

Comments – continue on a separate sheet if necessary

All areas of non-compliance must be detailed here and included in the exhibition risk assessment.

Signature: ..... Name: ..... Date: .....  
(Customer)

	YES / NO	COMMENTS
<b>ATTENDANCE</b>		
Anticipated attendance below maximum capacity?		
<b>GANGWAYS</b>		
Complies with recommended gangway plan		
3.0m perimeter gangway		
3.0m gangways to exits		
5.0m in front of exits		
<b>MISCELLANEOUS</b>		
Location of pillars		
Void areas		
Risk Assessment required?		

For and on behalf of National Exhibition Centre Ltd.

Accept  Reject

(In all cases a copy of this certificate is to be returned to the Customer or Contractor)

**For NEC use only.**

Comments – continue on a separate sheet if necessary

Signature: ..... Name: ..... Date: .....

Personal registration number on the NEC Competent Persons Register

**the nec**  
birmingham

## Form 4- Certificate of Integrity/Complex Stand Structure

Completed form is to be sent to the NEC Event Manager for the show.

Design Stage Certificate

(Please Tick as appropriate)

Construction Stage Certificate

Exhibition / Event: ..... Dates: .....

Stand Name: ..... Stand No: .....

### STRUCTURAL ELEMENT – to be completed by a structural Engineer registered with the NEC

**Declaration:** I have checked the structural element of the above named stand and can confirm that it appears to comply with the criteria set down in the eGuide Stand Construction and Plan Regulations

Comments – continue on a separate sheet if necessary

All areas of non-compliance must be detailed here and included on a Risk Assessment.

Signature: ..... Name: ..... Date: .....

Personal registration number on the NEC Engineers Register

### NON-STRUCTURAL ELEMENT – to be completed by a Competent Person registered with the NEC

	YES/NO	COMMENTS
<b>GENERAL</b>		
Stand size / orientation matches Hall plan		
General arrangement plans / travel distance		
Stands over 4.0m high		
<b>CALCULATIONS</b>		
Internal draught pressure		
Live load 5Kn / m <sup>2</sup> min – stability check		
Baseplates 300 x 300 min		
Max load 50Kn / uniform load 200Kn / m <sup>2</sup>		
<b>STAIRWAY (S)</b>		
12 x Risers (170mm max) Goings (280mm min)		
Width 1.0m min – unimpeded exit route(s)		
Max 12.0m Travel Distance on upper area		
Handrail height 900 – 1000 (in-fills required)		
<b>THEATRE AREAS</b>		
Means of escape / Emergency lighting		
Seating linked / Fixed to floor		

**Declaration:** I have checked the non-structural elements of the above named stand and can confirm that it appears to comply with the criteria set down in The eGuide Stand Construction and Plan Regulations.

Comments – continue on a separate sheet if necessary

All areas of non-compliance must be detailed here and included on a Risk Assessment.

Signature: ..... Name: ..... Date: .....

Personal registration number on the NEC Competent Persons Register

### For and on behalf of the National Exhibition Centre

Accept

Reject

(In all cases a copy of this certificate is to be returned to the Customer or Contractor)

Personal registration number on the NEC Competent Person Register

Comments – continue on a separate sheet if necessary

All areas of non-compliance must be detailed here and included on a Risk Assessment.

Signature: ..... Name: ..... Date: .....

Personal registration number on the NEC Competent Persons Register

**the nec**  
birmingham

**Form 5 - Items of Special Risk**

Exhibition/Event: .....

Halls: ..... Dates: .....

**eGuide Regulation Category:**

- 3.0 Airships, Blimps & Balloons
- 4.0 Alcohol
- 5.0 Animals
- 7.0 Children
- 8.0 Crèches
- 9.0 Crowd Management
- 10.0 Compressed gases
- 13.0 Disability Discrimination Act (DDA)
- 14.0 Double Decker Buses
- 16.0 Feature Areas
- 17.0 Filming, Television and Recording
- 19.0 Food
- 20.0 Fumes, Vapours, Gases, Liquids, Dust & Fibers
- 22.0 Heat Generating Displays
- 23.0 Hot Works Permits (Welding and Similar Processes)
- 28.0 Noise
- 29.0 Platforms and Stages
- 30.0 Product Demonstrations
- 32.0 Rigging
- 34.0 Simulators and Rides
- 35.0 Special effects
- 36.0 Special treatments
- 38.0 Stepped Access refer to Stand Construction
- 39.0 Vehicles
- 41.0 Water features
- 42.0 Weapons
- 44.0 Working Machinery

I confirm that, so far as is reasonably practical I will ensure compliance in accordance with the NEC's Rules and Regulations and The eGuide and ensure that copies of a relevant risk assessment for each individual stand is available for inspection if required (list attached).

Please also refer to the attached exhibition risk assessment and details of the Customer's management process to achieve control and compliance.

Signed.....Print name ..... Date .....  
(Customer)

Position ..... Company.....

Comments

For and on behalf of NEC

Signed.....Print name ..... Date .....  
NEC



**Form 6 – Certificate of Integrity – Temporary Demountable Structures**

Completed form is to be sent to the NEC Event Manager for the show.

Design Stage Certificate   
 (Please Tick as appropriate)

Construction Stage Certificate

Exhibition / Event:..... Dates: .....

Stand Name: ..... Stand No: .....

**STRUCTURAL ELEMENT – to be completed by a structural Engineer registered with the NEC**

*Declaration: I have checked the structural element of the above named stand and can confirm that it appears to comply with the criteria set down in the eGuide Stand Construction and Plan Regulations*

Comments – continue on a separate sheet if necessary

All areas of non-compliance must be detailed here and included on a Risk Assessment.

Signature: ..... Name: ..... Date: .....

Personal registration number on the NEC Engineers Register

**NON-STRUCTURAL ELEMENT – to be completed by a Competent Person registered with the NEC**

*Declaration: I have checked the Non-structural elements of the above named stand and can confirm that it appears to comply with the criteria set down in the eGuide Stand Construction and Plan Regulations.*

Comments – continue on a separate sheet if necessary

All areas of non-compliance must be detailed here and included on a Risk Assessment.

Signature: ..... Name: ..... Date: .....

Personal registration number on the NEC Competent Persons Register

	YES/NO	COMMENTS
<b>POST CONSTRUCTION INSPECTION CHECKLIST</b>		
Components align vertically and horizontally from above and below system.		
Handrail spigots and pins / bolts fully engaged.		
Locking pins and bolts are in place and secure.		
Maximum loading on roof and floor not exceeded.		
Flooring & floor covering evenly laid with no trip points.		
Ramps secured firmly, conform to regulations.		
PVC tensioned no ponding or tears in fabric / walls.		
Roof lining does not drop significantly below eaves and wall linings are tensioned down.		
Exits signed, operating correctly unobstructed.		
Generators / heaters in good condition, tested, no fuel leaks, exposed wires etc.		
RCD's tested and client is aware of them.		
All light fittings secure and working including emergency lighting.		
Where necessary electrical equipment is covered to prevent contact with liquids.		
All electrical cables are covered, no trip hazards.		
Suitable fire risk assessments carried out.		
Suppliers call out number is available.		

**For and on behalf of the National Exhibition Centre**

Accept  Reject (In all cases a copy of this certificate is to be returned to the Customer or Contractor)

Comments – continue on a separate sheet if necessary

Signed ..... Print name ..... Date .....

NEC  
 Personal registration number on the NEC Competent Person Register



**Form 7 - Certificate of Integrity - Temporary Demountable Seating**

Completed form is to be sent to the NEC Event Manager for the show.

Design Stage Certificate

(Please Tick as appropriate)

Construction Stage Certificate

Exhibition / Event:..... Dates: .....

Stand Name: ..... Stand No: .....

**STRUCTURAL ELEMENT – to be completed by a structural Engineer registered with the NEC**

**Declaration:** I have checked the structural element of the above named stand and can confirm that it appears to comply with the criteria set down in the eGuide Stand Construction and Plan Regulations and the NEC Rules & Regulations.

Comments – continue on a separate sheet if necessary  
All areas of non-compliance must be detailed here and included on a Risk Assessment.

Signature: ..... Name: ..... Date: .....

Personal registration number on the NEC Engineers Register

**NON-STRUCTURAL ELEMENT – to be completed by a Competent Person registered with the NEC**

**Declaration:** I have checked the non-structural elements of the above named stand and can confirm that it appears to comply with the criteria set down in the eGuide and the NEC Rules & Regulations.

Comments – continue on a separate sheet if necessary  
All areas of non-compliance must be detailed here and included on a Risk Assessment.

Signature: ..... Name: ..... Date: .....

Personal registration number on the NEC Competent Persons Register

	YES/NO	COMMENTS
<b>POST CONSTRUCTION INSPECTION CHECKLIST</b>		
Components align vertically and horizontally from above and below system.		
Handrail spigots and pins/bolts fully engaged and securely located.		
Rails in place - ends of gangways and stair landings		
Stair frames braced and secure flight fixed.		
Half steps secure, handrails & nosing properly fitted		
Seats and seat frames undamaged, in line and level.		
Seat backs not dislodged, splitting or warping.		
Floor panels secure not splitting or warping.		
Exits signed, unobstructed.		
All light fittings secure and working including emergency lighting.		
Mechanical plant knocking into structure.		
Supplier's call out number is available.		

For and on behalf of the National Exhibition Centre

Accept  Reject (In all cases a copy of this certificate is to be returned to the Customer or Contractor)

Comments – continue on a separate sheet if necessary

Signed ..... Print name..... Date.....

NEC  
Personal registration number on the NEC Competent Person Register

To ensure continuous integrity of arrangements seating areas must be inspected at least once a day or in some circumstances prior to each performance.



**Form 8 – Pyrotechnic Checklist**

**To be submitted to NEC Event Manager at least 14 days prior to the show.**

*All activities must be carried out in accordance with guidance contained in HSE Document – "Working Together on Firework Displays".*

Exhibition / Event: ..... Dates: .....

Artist/Stand Name: ..... Hall/Area: .....

Event and venue specific risk assessment must be provided to the Event Manager

Audience profile: .....

(I.e. anticipated age range)

Is the event seated, standing or both? .....

Will the audience have access to alcohol? .....

Pyrotechnic Company: .....	Contact Name: .....
.....	
Phone Number: .....	Email: .....

Device	Manufacturer and Type <small>(The mixing of loose powders is not permitted on these premises)</small>	Safe Distance Vertical	Safe Distance Horizontal
1			
2			
3			
4			
5			
6			
7			
8			
9			

Describe the effects the pyrotechnics will be used for including concussion sound pressure levels:  
 .....  
 .....  
 .....

Provide a sketch indicating the position of the pyrotechnic installation(s) within the venue either on the reverse of this sheet or attach a separate sheet.

Position of firing device: .....  
(Always to have direct view of all devices at all times)

Method of warning of the firing of the device: .....  
(Pit crew / camera operators / stage personnel)

Number and location of spotters during firing of effect: .....

Warning Signage: ..... On-Site Storage Details: .....  
LPG must be used in accordance with The eGuide NEC Guidance note No. 3

Fail-safe interlock to prevent premature initiation of pyrotechnics: .....

Method of disposal of misfired effect: .....

Name of person completing form: ..... Signed: .....

Registration number on NEC Competent Persons Register: ..... Phone Number: .....

<b>For NEC Use:</b>	
Accepted by: .....	Signed: .....
<small>(Print Name)</small>	

Completed form is to be sent to the NEC Event Manager for the show

**Design Stage Certificate**

**Construction Stage Certificate**

(Please Tick as appropriate)

Exhibition / Event ..... Dates .....

Halls ..... Drawing No.....

*Suspended items provided for the above show (including primary & secondary fixings where appropriate)*

**Primary Rig** - NEC job card numbers and comments – continue on a separate sheet if necessary

**Secondary Rig** – NEC job card numbers and comments - continue on a separate sheet if necessary

For and on behalf of National Exhibition Centre Ltd.

**For NEC use only - comments** –continue on a separate sheet if necessary

All work must be carried out in accordance with National Arenas Association Guidance.

Signature ..... Name ..... Date .....

NEC

Personal registration number on the NEC Competent Persons Register

## Form 10 - LPG Checklist

To be submitted to NEC at least 28 days prior to the tenancy commencing. Refer to The eGuide for full details of requirements.

Please return to:  
NEC Safety Health and Environment Department

Centre Core, Birmingham B40 1NT - Telephone: 0121 767 2391 Fax: 0121 767 3571

Exhibition / Event:..... Dates: .....

Artist/Stand Name: ..... Hall/Area: .....

Event and venue specific risk assessment must be provided to the Event Manager

LPG Supplier:..... Contact name: .....

.....

Phone number:..... Email: .....

Weight, and type of LPG cylinders:.....

..... Quantity:.....

Reason for use:.....

Position of cylinder(s) when in use: .....

When to be used:..... Duration: .....

Storage location when LPG is not in use: .....

Fire extinguishers:..... Safety isolation valves fitted:.....

Person responsible for connecting LPG cylinders:.....

(Print name)

Signed: ..... Gas Safe Reg. No: .....

### IMPORTANT

- The use of LPG inside the building is prohibited unless it is being used to demonstrate a product being offered for sale on a stand and only if other sources of fuel are unsuitable.
- LPG may only be used with the consent of the NEC safety, health & environment department.
- Only one bottle of LPG, sufficient for one days use, can be kept inside at any one time; all other bottles are required to be kept in a secure environment outside the building.
- There shall be no connections to or disconnection of LPG whilst the exhibition/event is open to visitors.
- All empty cylinders must be removed from the venue.

Provide a basic sketch indicating the position of the LPG installation(s) within the venue - either on the reverse of this sheet or attach a separate sheet.

### FOR NEC USE

Accepted by: ..... Signed: .....

Event Manager notified:..... Date: .....

## Application Form 11- Laser Checklist

To be submitted to NEC at least 28 days prior to the tenancy commencing. Refer to The eGuide for full details of requirements.

Please return to:  
NEC Safety Health and Environment Department

Centre Core, Birmingham B40 1NT - Telephone: 0121 767 2391 Fax: 0121 767 3571

Exhibition / Event: ..... Dates: .....

Stand Name & Number: ..... Hall/Area: .....

Event and venue specific risk assessment must be provided to the Event Manager

Audience Profile: .....  
(i.e. anticipated age range)

Is the event seated, standing or both? .....

Will the audience have access to alcohol? .....

Laser company:..... Contact name: .....  
.....  
Phone number:..... Email: .....

**Details of installation and effects:** Audience scanning/specular reflection into the audience is not permitted

Laser	Class	Type	Power	Manufacturer	Projecting onto screens	Projecting into free space
1					Yes/No	Yes/No
2					Yes/No	Yes/No
3					Yes/No	Yes/No
4					Yes/No	Yes/No

Provide a basic description of the effects the laser installation will be used for:

.....  
.....  
.....  
.....  
.....  
.....  
.....

Name of Person completing form: ..... Signed: .....

Registration number on the NEC Competent Persons Register:..... Phone number:.....

Provide a basic sketch indicating the position of the laser installation(s) within the venue - either on the reverse of this sheet or attach a separate sheet.

### FOR NEC USE

Accepted by: ..... Signed:.....  
(Print name)

Event Manager notified: ..... Date: .....

## Application Form 12 – COSHH Risk Assessment

A copy of the material safety data sheet must be attached to this assessment.

### SUBSTANCE INFORMATION

Substance/material:

Trade name:

What is the substance used for?

(E.g. cleaning floors, protective coating, etc.)

What are the hazardous ingredients/chemicals in the substance? (List below)

Do any of the chemicals have a:

Workplace exposure limit?

Short-term exposure limit? (15mins)

Long-term exposure limit? (8 hr)

Is the substance: (Check for an orange 'CHIP' square on the product data sheet or packaging.)

- |   |                                     |                                      |  |
|---|-------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Extremely flammable? | <input type="checkbox"/> Oxidising? | <input type="checkbox"/> Very toxic? | <input type="checkbox"/> Sensitising?            |
| <input type="checkbox"/> Highly flammable?    | <input type="checkbox"/> Harmful?   | <input type="checkbox"/> Corrosive?  | <input type="checkbox"/> Other? (Specify below.) |
| <input type="checkbox"/> Flammable?           | <input type="checkbox"/> Toxic?     | <input type="checkbox"/> Irritant?   |  |

Is the substance hazardous to health when:

- |  |                                       |  |
|--|---------------------------------------|--|
| <input type="checkbox"/> In contact with skin? | <input type="checkbox"/> Breathed in? | <input type="checkbox"/> Other (Specify below) |
| <input type="checkbox"/> In contact with eyes? | <input type="checkbox"/> Swallowed?   |  |

### USE OF SUBSTANCE

How will the substance be used on site?

(E.g. diluted in water, applied with a brush, sprayed, etc.)

In what quantities will it be used?

(State quantity in litres or kilos as appropriate.)

Who is exposed to the substance?

(E.g. those using it, exhibitors, stand staff, members of public, contractors etc.)

Does the substance present additional risks to certain groups or individuals? (E.g. young people, expectant mothers.)






### CONTROL MEASURES

Can a less hazardous substance be used to do the same job? Yes  No

(If you don't know, please contact your supplier for further information.)

What controls are required for this substance, other than Personal Protective Equipment (PPE)? (E.g. well ventilated areas, not in spray/mist form, mechanical ventilation, authorised persons only.)

Is any Personal Protective Equipment (PPE) required when using the substance?

- |   |   |
|---|---|
| <input type="checkbox"/> Eye protection? (State type required)     | <input type="checkbox"/> Gloves? (State type required)           |
| <input type="checkbox"/> Overalls/clothing? (State type required)  | <input type="checkbox"/> Mask/respirator? (State type required)  |
| <input type="checkbox"/> Other? (State type required)              |   |

How should the substance be stored? (E.g. locked cupboard, away from other substances, etc.)

## Application Form 12 – COSHH Risk Assessment continued

Have persons using this substance been provided with information or training on its use? (As a minimum ensure a copy of this assessment is in a known and readily accessible location.)

Yes  No

### OTHER PRECAUTIONS AND EMERGENCY PROCEDURES

**Spillages:** How should an accidental release/spillage of this substance be dealt with?

**First aid:** What actions should be taken if the substance is:

a) Swallowed?

b) In contact with eyes?

c) In contact with skin?

d) Inhaled?

e) Other? (Please specify)

**Fire precautions:** What actions should be taken in the event of fires involving this substance?

**Chemical reactions:** Is there any other substance that this substance must not come into contact with?

**Storage and Disposal:** How will the substance be stored on site, in what quantities and how will it be disposed of (or not disposed of)?

**Health surveillance:** Do staff using the substance require any health surveillance?

### ASSESSMENT OF RISK

Are all the controls detailed above currently in place? Yes  No

If these controls are not in place or additional controls are required, state actions to be taken. Please note - COSHH substances must NOT be used if adequate control measures are not in place.

Remedial Actions Required	Date for Completion

Are hazards to health adequately controlled with all control measures in place? Yes  No

Assessor(s) Name:	Assessor(s) Signature:	Date:

Additional Comments:

A copy of the material safety data sheet must be attached to this assessment.

## Form 13 - Special Function Checklist

Completed form to be sent to the NEC Event Manager at least 14 days prior to the event

Event: .....

Suite/room No: ..... Dates: .....

	Yes	No	Comments
<b>1. Equipment</b> <ul style="list-style-type: none"> <li>• AV equipment, temporary lighting;</li> <li>• Signs, towers;</li> </ul>			
<b>2. Assembly and construction</b> <ul style="list-style-type: none"> <li>• Display stands, stage set;</li> <li>• Stairways, ramps, platform, raised floor;</li> </ul>			
<b>3. Entertainment and demonstrations</b> <ul style="list-style-type: none"> <li>• Musicians, DJ, magician, entertainer;</li> <li>• Product/cookery demonstration</li> </ul>			
<b>4. Special effects</b> <ul style="list-style-type: none"> <li>• Candles, tea-lights, Hot surfaces;</li> <li>• Fireworks, lasers, smoke;</li> </ul>			
<b>5. Dangerous substances</b> <ul style="list-style-type: none"> <li>• Flammable liquids, compressed gases;</li> </ul>			
<b>6. Vehicles and machinery</b> <ul style="list-style-type: none"> <li>• Motor vehicles, working machinery</li> <li>• Fairground rides, inflatables</li> </ul>			
<b>7. Animals</b> <ul style="list-style-type: none"> <li>• Livestock/dogs/cats etc</li> <li>• Reptiles, insects, fish</li> </ul>			
<b>8. Special treatments</b> <ul style="list-style-type: none"> <li>• Massage therapy;</li> <li>• Skin piercing, acupuncture;</li> <li>• Tattoo, micro-pigmentation;</li> </ul>			
<b>9. Special arrangements</b> <ul style="list-style-type: none"> <li>• VIP's;</li> <li>• Young persons;</li> <li>• Disabled persons;</li> </ul>			
<b>10. Other</b>			
<b>11. None of the above</b>			

Signed ..... Print name ..... Date .....  
(Customer)

Position ..... Company .....

Event Manager Comments

For and on behalf of NEC

Signed ..... Print name ..... Date .....  
NEC