

**The National Exhibition Centre  
Rules and Regulations**

**December 2024**

Version 1.3

**nec**  
**Birmingham**

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[eGuide - AEV](#)

[AEV Electrical Installation and Testing](#)

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## **PART 1 – GENERAL**

### 1.1 Scope of the Rules and Regulations

a) These rules and regulations made by the NEC shall be observed and performed by all Licensees, Promoters, Stand Holders, Exhibitors and other sub- licensees, and their contractors, sub-contractors, agents and servants.

Compliance with venue policies must not be interpreted as compliance with applicable laws (including but not limited to The Construction (Design & Management) Regulations 2015 (CDM)). Reference in respect of CDM should be made to the HSE site CDM 2015 and the Entertainment Industry.

b) These Rules and Regulations apply in addition to:

- All relevant law and requirements of the authorities
- The Venue Licence Agreement
- The eGuide

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

## **PART 2– GENERAL RULES**

### **2.1 Floor Loadings**

The floor loadings detailed below must not be exceeded.

The NEC Hall floors, 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:

#### All Halls

Duct covers are excluded from the above. Duct covers and duct system require spreader plates to be installed if point loading falls upon the duct line.

#### 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 front 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 the 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.

### **2.2 Traffic**

#### **2.2.1 General**

All vehicles entering the road system, or the service bays/hall aprons of the NEC Campus must conform to speed limits, **15mph** within the inner area (this is the space once you have passed through the security Gates) and 5 mph within the halls and obey all road signs and instructions given by the NEC's Traffic Officers or NEC Law Enforcement Officers. All private cars must be parked in designated areas except when unloading and loading.

Failure to display a valid pass, at any time, or adhere to The NEC site traffic rules will result in vehicles being removed by NEC Traffic Department. Instructions given by Event Management and/or The NEC Traffic & Security department must always be adhered to.

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

## 2.2.2 Guide to Traffic Management

An Organisers Guide to Traffic Management during loading and unloading

***Please note that this guide is provided for information only to provide clarity in respect of the terminology used, and activities carried out, by NEC in respect of traffic management during loading/unloading. Organisers remain responsible for ensuring that their activities comply with all applicable contractual and statutory health and safety obligations and meet all relevant industry standards. Compliance with any guidelines set out in this document does not constitute confirmation by NEC that an organiser's activity complies with its specific contractual or statutory obligations.***

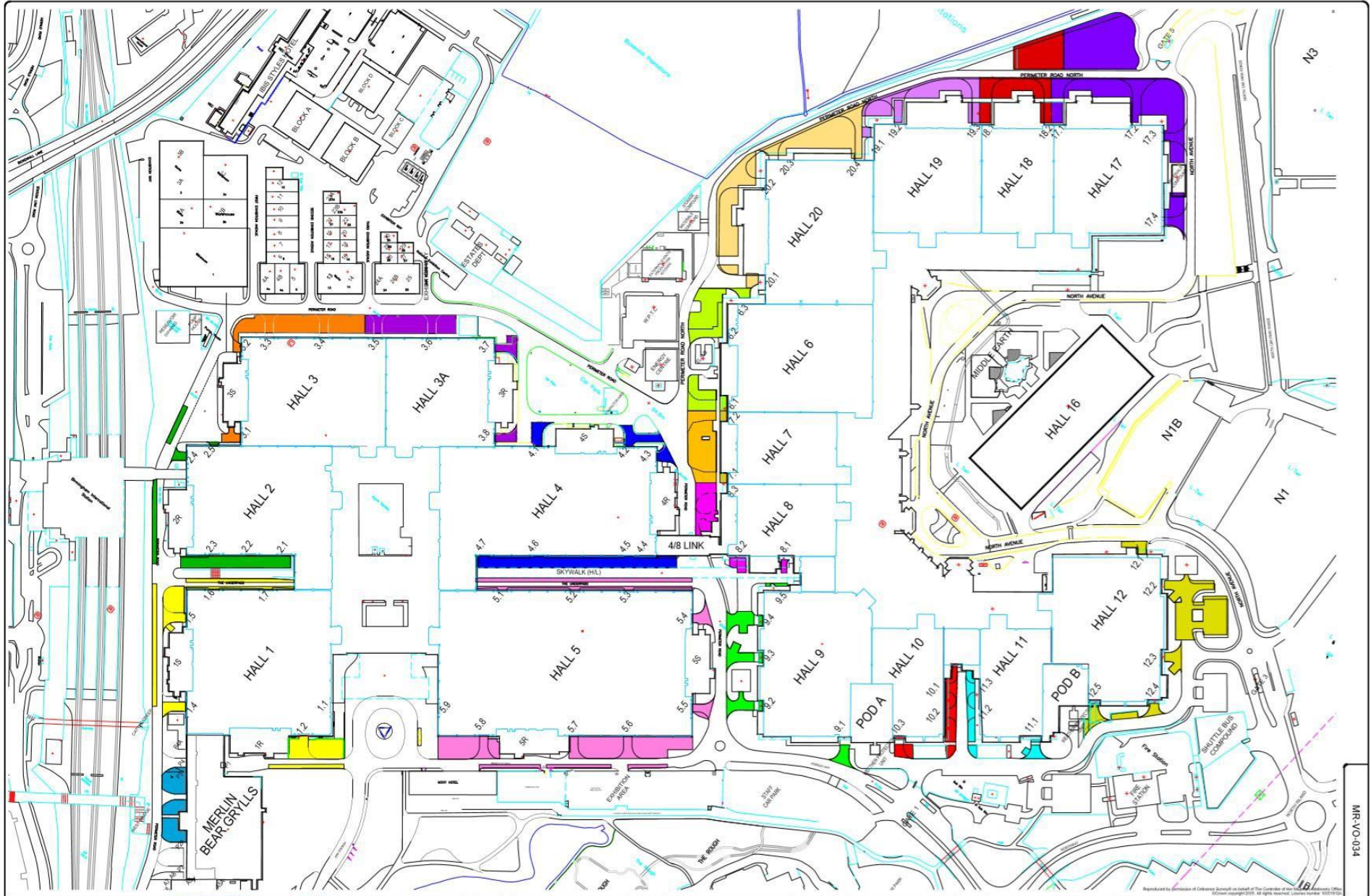
This guide is to help our organising teams understand what they need to do to secure the health and safety and welfare of those working around the perimeter of our halls (aprons) and to protect others whom the work may affect, from harm.

To assist with this, it would be prudent for us to highlight the areas and definitions relating to this.

Unloading areas could include:

- Designated Hall Specific Aprons (including the areas immediately outside the hall VE doors) – see below for allocation by hall
- Designated Hall Specific Roadways (red route suspensions) allocated for unloading – see below for allocation by hall
- Additional Allocated Aprons / Car Parks or Available Unloading Spaces available for event unloading but not designated at point of contract (this will be confirmed at the Team Meeting)

The hall aprons assigned to each hall are indicated on the plan on the following page.



Revisions				
No.	Description	Iss.	Date	By
1	ISSUED FOR PERMITTING	DR	10/26/2021	DR
2	ISSUED FOR PERMITTING	DR	10/26/2021	DR
3	ISSUED FOR PERMITTING	DR	10/26/2021	DR
4	ISSUED FOR PERMITTING	DR	10/26/2021	DR
5	ISSUED FOR PERMITTING	DR	10/26/2021	DR
6	ISSUED FOR PERMITTING	DR	10/26/2021	DR

All Changes To This Drawing Are To Be Made Using AutoCAD

DO NOT SCALE

**the nec group**  
Engineering

Title: NEC Site Hall Apron  
Contract Responsibilities

Drawn by: [Name] Date: 10/26/2021 Scale: [Scale]  
Drawing No.: MR-VO-034 REV No.: A-B

Responsibility for managing the loading and unloading activities taking place in these areas falls to the organisers, exhibitors and contractors for the event to which the particular work activity relates.

The NEC has a part to play in this and it is important to outline what the NEC Traffic Team are responsible for with regards to traffic management at the site:

- Meeting with our organisers at the client planning meeting to understand their event requirements and agree the event traffic plan. This will include identification of allocated lorry and car parks, operating times etc. This will also include any additional requirements such as deposit systems, heavy lifting holding areas, any CDM requirements and/or nominated doors etc. to assist with managing flows and demands on space within the inner area.
- The NEC Traffic Co-ordinator will provide advice on the site traffic rules and is responsible for any enforcement requirements in this regard.
- NEC Traffic Team will be deployed in the lorry parks and regulate the flow of vehicles into the inner area based on the availability of space. They will queue vehicles as necessary splitting by hall and door location (these may be grouped if multiple halls in use). Where required the NEC Traffic Team will liaise with the Organiser or their appointed representative with regards to availability of space before releasing vehicles from the lorry parks.
- Control of access to the inner area is managed by the Gate Team. Vehicles leaving the lorry park will be issued appropriate passes to allow access through the relevant gate. These passes must be displayed in the windscreen. The traffic plan will include the requirements of the organiser in relation to the phasing of access to certain groups of exhibitors / contractors / doors etc.
- NEC Traffic Team located in the inner area will manage the roadways to ensure that access is maintained and in conjunction with the Hall Security Team, ensure that red hatch markings and crossings remain clear. They will direct vehicles to parking space available (some roadways, VE door aprons, hall aprons, available associated parking areas as allocated) trying to get vehicles as close as possible to their preferred loading doors whilst ensuring roads do not become obstructed.
- They will place a hold on further vehicles leaving the lorry parks where space at the rear of the halls is no longer available. Organisers may also request this via their NEC Traffic Coordinator.
- They will apply one-way systems in designated areas when required during the build/breakdown to alleviate congestion. This may on occasion be planned but may also be implemented reactively when required.
- They will seek removal of vehicles that have overstayed as they are identified, in conjunction with Organiser Hall Managers and Hall Team, or act to deal with vehicles causing an obstruction.
- **NEC Traffic Officers/ Marshalls, whilst trained as banksmen, will assist with reversing vehicles where they are present and where circumstances permit, however they are not able to provide this for every vehicle. It is the driver's responsibility to ensure they have appropriate banksmen for the safe reversing of their vehicles.**

- Organisers may wish to consider providing additional services in this regard to support their unloading operations.
- **NEC Traffic Officers / Marshalls are not responsible for supervising any unloading activities or lifting operations. This remains the responsibility of the vehicle drivers, lifting companies and Organisers as appropriate.**
- The NEC Traffic Coordinator and NEC Event Manager will attend the organiser's on-site Breakdown Meeting at which time contractor activity should be discussed i.e. use of nominated VE doors.

To deliver the above services the NEC will provide the following resources:

- A nominated NEC Traffic Coordinator to liaise with the Organiser and Event Manager to oversee the delivery of the event traffic plan.
- In general:
  - The NEC Traffic team will be deployed during core access hours where flows and access need to be managed. (Normally 0745-1815hrs or last night of build/ breakdown 0745-2000hrs (or earlier if activity levels subside). On breakdown nights the NEC Traffic Team will remain in situ until 30mins after the Lorry Parks are clear of queuing traffic and have been parked at the halls). Outside of these busier times where space is available, access will be controlled at the gates and the rear of the hall will not be resourced by the NEC Traffic Team.
  - NEC Traffic team will be deployed at busier times such as breakdown to regulate access and vehicle flows to the available loading and unloading space and to ensure roadways required for access remain clear.
  - During the open period the NEC Traffic Team will control access to the rear of the halls to manage flows of traffic arriving to off load prior to the show opening time. All deliveries should cease at least 30 minutes before the show opens but times will vary dependent on type of event, level of activity and Organiser requirements. Any deliveries after the show opens have to be agreed with the Organiser.

Organising teams' responsibilities include (but are not limited to):

- Organisers and lifting companies should assess the risks from vehicle movements and unloading activities when planning an event and ensure suitable and sufficient controls are implemented to manage the risks identified. They may wish to consider deploying additional resources or controls to manage this.
- Organisers may wish to consider allocating certain doors or areas for forklift operations as part of their build up and break down plans to segregate pedestrians from forklift activity.
- Organisers need to pre-agree trailer bay locations for the build/open/breakdown periods with the NEC Event Manager.
- Organisers are to promote and communicate with their exhibitors and contractors on the NEC Event Delivery System and the requirement to book vehicles.

- Organisers should advise all contractors and exhibitors that high visibility vests must always be worn when off-loading and loading your vehicles within the loading bays (areas immediately outside the halls). Other PPE may also be required, and this should be informed by the work activity risk assessments.

Further guidance can be sought from the following documents:

[CDM GUIDELINES](#)

[eGuide-December-2024](#) (Build-Up and Breakdown section)

[H&S at Work Act](#)

[Workplace Transport Guidelines](#)

[NEC Forklift Truck Policy](#)

[NEC Traffic Site Rules](#)

[NEC Hall CDM Site Rules](#)

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## **2.3 Fire Safety**

Group venues have duties and responsibilities in respect of fire safety and fire precautions under the Health and Safety at Work Act 1974 (HASWA), The Management of Health and Safety at Work Regulations 1999 (MHSWR), The Regulatory Reform (Fire Safety) Order 2005 and the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

The Regulatory Reform (Fire Safety) Order 2005 (RRFSO) requires reasonable fire precautions to be put in place. The NEC Group has a robust set of Fire Safety Arrangements in place, including a Fire Safety Policy, suitable and sufficient Fire Risk Assessments, and adequate training for those with identified roles for managing fire risks. The Group will retain overall responsibility for fire arrangements in place for the buildings, NEC Team and contractors.

Compliance with the requirements of the RRFSO rests with the 'Responsible Person' in the workplace. This is the employer and any other person who may have control of any part of the premises, e.g. the occupier or owner, which will be the NEC Group in this case. In an event and exhibition environment, the Organiser (in tenancy control of the Hall) is a Responsible Person alongside The NEC Group, as they may introduce additional hazards into the environment.

Where an exhibitor introduces an additional fire risk to the area, this should be declared as an item of Special Risk, when this form is received, at least 28 days in advance of the event. This will give the Event Management Team the opportunity to

review this and consult with the health and safety team if needed. Additional restrictions and requirements are likely to be put on any items which add to the fire load or risk of the building. This may include the need for additional fire extinguishers, compliance with a hot works process and checks of processes in place.

## Competent Persons

Depending on the nature of the activities in the event and on the intended use of the premises, the Organiser must appoint one or more Competent Persons to provide advice and guidance and support the Organiser in undertaking a risk assessment and implementing the resulting preventative and protective measures.

A Competent Person 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.

The Responsible Person must ensure a fire risk assessment is undertaken.

Fire risk assessment assists in identifying risks that can be removed or reduced and establishes the nature and extent of the general fire precautions required in order to protect people against the fire risks that remain.

This 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 those with special needs. The fire risk assessment must also make provision for any dangerous substances liable to be introduced onto the premises as part of the event or exhibition.

The Responsible Person must ensure, as far as is reasonably practicable, that outbreaks of fire do not occur but, when they do occur, they are rapidly detected, effectively contained, and efficiently extinguished. An involvement in fire precautions is therefore the basic responsibility of all Organisers and Exhibitors - and an essential obligation for all persons with management responsibility.

The Organiser must always abide by these requirements and follow the procedures laid down by The NEC Group. Fire Safety Arrangements (Tier 1) for the individual Halls and Conference Suites are made available by NEC Event Management and are also available from the Safety Team.

## Fire Extinguishers

The NEC Group provides fire extinguishers in accordance with the existing Fire Safety Arrangements for each Hall and Conference Suite.

Where additional fire risks are identified through the exhibitor and show fire risk assessment processes, it is the Organiser and Exhibitor's responsibility to source and provide the appropriate number of fire extinguishers to combat these additional fire risks - and to ensure that any additional extinguishers to be placed on stands or elsewhere in the event are suitable for the type of fire they may be used to extinguish.

## **2.4 Waste Disposal**

All contractors/exhibitors/organisers are responsible for the removal any waste generated as part of their onsite activities. The NEC will make the appropriate arrangements for the collection, recycling and/or disposal of items which are deemed to be abandoned on the NEC site. This will be carried out in compliance with all relevant waste management regulations and any costs associated with doing so will be passed on to the show organiser.

A skip hire/waste disposal service is available and can be arranged via the organiser/event management team. Third party skips are not permitted on the NEC Campus.

### **2.4.1 Paint Tins/Compressed Gas Cylinders**

All full, or part full paint tins and pre-approved use of gas cylinders must be removed from site by the relevant contractor/exhibitor/organiser. Any used or unused paint tins and gas cylinders must not be left abandoned inside or outside the halls at any time during the tenancy of the show.

The NEC has limited capacity for safe storage of paint tins containing residue and gas cylinders. A quotation for disposal can be obtained via the event organiser/event manager.

Any damage caused within the NEC site, internal or external, due to spilt paint from discarded tins or gas cylinders, will be the responsibility of the Organiser, and any costs associated with rectifying such damage or removal will be passed on.

## **2.5 Environment – Pendigo Lake**

Pendigo Lake is classified as a reservoir (which also holds a healthy supply of carp), collecting surface water from the NEC via a network of storm drains. In turn water is discharged into the River Blythe which is a designated Site of Specific Scientific Interest and monitored by the Environment Agency.

For England and Wales, the principal water pollution offences are contained in the Environmental Permitting (England and Wales) Regulations 2010: regulations 38(1) and 12(1). It is an offence to knowingly permit or cause pollution to surface water, and as such any spillages that occur externally, within the NEC boundary including car parks, external areas surrounding the halls, such as diesel, petrol, oil, milk, sewage etc. should be reported immediately to the NEC show Event Manager. Following any clean-up procedures, associated costs will be passed on to the relevant parties.

The use of the lake by any Organiser must be approved by the venue and an

Indemnity Form is to be completed in advance. Water testing must be completed by the Organiser.

### **2.5.1 NEC Woodland (Bickenhill Plantation)**

It is possible to use the NEC Woodland for event activities, but this area is not owned by NEC Group, but by Birmingham City Council. There is an agreement in place that the NEC Group are responsible for the management of the plantation, including the wildlife.

The plantation has the status of Local Wildlife Site (LWS), and Site of Importance for Nature Conservation (SINC). There is a blanket Tree Preservation Order across the plantation; any works required to trees must be applied for via Solihull council. Due to the protected nature of the site, no non-native species should be introduced, no soil/sand/bark should be laid within the plantation, or anything that may introduce new plant growth. The area is also home to badger sets, fox dens, bat boxes, and countless species of birds alongside a herd of approximately 35 fallow deer.

A purpose built 4 x 4 track runs through the area and includes dips and hills, the track is just under 2 miles long and a plan of the area can be supplied upon request to NEC Event Management. Any use of the plantation for event-related activities must have written consent from Birmingham City Council. In line with Planning Permission laws, activity within the plantation is restricted to 28 days in total during any calendar year (Jan-Dec).

Note that event activity cannot be guaranteed as inclement weather, including windspeeds more than 25mph, snow, ice, rainfall that affects the ground's stability can stop the activity. In advance of any event activity there will be a pre-condition check of the woodlands. The use of the plantation may be restricted if the ground is in a poor condition, and contracted bookings may have to be cancelled at short notice.

There may be a requirement for a significant period between each booking during the winter, or sustained periods of inclement weather.

It should be noted that any damage caused to the areas in use will be highlighted during the post event check, any areas that require rectifying/repair will be costed and charged to the client/hirer. An advance dilapidations payment may be required in advance of event activity.

Further information on the use of the plantation and conditions of use can be provided by the NEC Event Manager.

## **2.6 External Water Connections and Disposal/Foul Drains**

Foul drains and outside water connections across the NEC site are very limited. Due to the environmental restrictions detailed above in 2.5, any activity such as vehicle washdown areas must be operated in a pre-agreed controlled area. Where a foul drain is not available, drain runs are blocked off and gully sucking equipment hired in at a cost to the Organiser. It is recommended that where possible, vehicles are washed off site and hand cleaned inside the hall.

The washing down of vehicles anywhere on the NEC Campus, including the rear of the halls, **is not permitted** even in instances where detergents are not used unless written approval has been issued by NEC Event Management.

## **2.7 Spill Kits**

For all activities conducted on site where the risk of spillage has been identified, these must be approved in advance by the appropriate NEC Event Manager. The contractors/exhibitors/organisers must provide the relevant RAM's including the appropriate spill kit and trained personnel to be able to effectively deal with the risk identified. This should be accompanied by a detailed Environmental Risk Assessment and include methods of waste disposal in line with the appropriate waste regulations.

The importance of containing a spill, and reporting procedures, are detailed in section 2.5. Any costs incurred by the NEC due to a spillage will be passed on to the relevant party.

## **2.8 Ground Penetration**

All ground penetration works must require written approval in advance from the NEC.

Where reasonably practicable, all external temporary structures should be weighed down in preference to ground penetration. Where this is not possible or where there are other ground penetration requirements, the Event Manager will provide the Organiser with an underground service plan for the area concerned which identifies all known cabling and pipework for reference only as accuracy and scale make pinpointing specific locations of underground services impossible.

If necessary, it is the Organiser's responsibility to arrange for a CAT scan to be carried out at their own cost of the area before any penetration works take place. Our own in-house service provider, CBRE, can provide this for live cables only.

It should be noted that there is a high-pressure gas main running through the NEC Site, and any form of build/construction must be approved in advance. At least 2 months' notice is required to seek approval. There is normally a 6m restriction area either side of the gas main.

If an area is known or suspected to be riddled with piped services, drains, control or IT fibre cables etc. then we may insist on a full Ground Penetrating Radar scan carried out by a competent external specialist at the Organiser's expense. This could

be either commissioned by CBRE on their behalf or they could appoint a suitable specialist.

Other measures such as hand digging only may need to be imposed on a case-by-case basis.

All RAMS are subject to approval by NEC and need to go through the NEC/CBRE Permit system for high-risk works. Costs may be incurred for this due to limited availability and depending on time/day, permit issuing and supervision.

As all surveys are not 100% guaranteed. Any damage caused whatsoever to ours or a third-party infrastructure, re-imbursing the NEC for any correctional and re-instatement costs sits with the Organiser.

- Copy of HSG47 PDF - HSG47 for the health and safety guidelines for avoiding underground services. [Avoiding danger from underground services - HSG47](#)

## **2.9 Medical**

As referenced in the eGuide, the principal responsibility for assessing the risk and identifying the appropriate level of medical cover for each event during the build/open/breakdown periods lies with the organiser with considerations given, but not limited to heavy lifting, vehicle movement, working machinery, visitor numbers, visitor profile and high-risk public participation activities.

Use of the NEC first aid rooms is at the Companies discretion and preference will be given to those organisers using the NEC's own medical provider.

External providers using the First Aid rooms are expected to leave it in the condition it is found. Equipment must not be moved, and kitchenettes left clean and tidy. A clinical waste and cleaning charge will apply when using this space.

Clinical waste bins are not emptied daily in our First Aid rooms, so if there is an expectation that this may be required more often during a show tenancy, the organiser should inform the NEC Event Manager in advance of the tenancy. There will be an additional cost for this service.

As detailed in the eGuide, organisers should be aware that when using an external provider located in an organiser's office (or on the show floor) clinical waste, i.e., anything contaminated with human tissue, must be placed in yellow refuse bags, which should be sealed when no more than one third full; it must not be disposed of in general rubbish containers. It should only be removed from site by a waste carrier who is registered for carrying and disposing of clinical waste. We may at any time ask to see proof of all relevant Environmental Permits in line with current UK legislations, such as Waste Carriers (if put in a vehicle then the vehicle must be registered to the same NEC/individual, Disposal Point Permits, and Waste Transfer

Notes).

All external medical providers must hold an NEC radio so direct communication with the NEC Site Operations Centre is maintained and ensure NEC emergency protocols are followed regarding ambulance call outs. The NEC Event Manager will provide the radio and briefing sheet.

If the radio is returned damaged or has been lost by the Organiser's own provider, the Organiser will be responsible for replacement costs.

The NEC have several front-line colleagues trained in first aid. This cover should not negate the need for an organiser to conduct their own assessment and book medical cover accordingly for their event.

## **2.10 Dilaps**

The Organiser should advise the Event Manager of any dilap issues on arrival, and it is the Organiser's responsibility to leave the venue in as good and clean order and condition as it was at the commencement of the licence period.

Any damage considered by the NEC to have taken place during the tenancy whether it be by exhibitors, contractors, sub-contractors, organiser's team or visitors will be repaired by the NEC and charged back to the Organiser.

## **2.11 Floor Tape & Floor Graphics -**

The NEC has one approved supplier for NEC approved floor tape, and it is strongly recommended that this is included in the Exhibitor Manual for each event to advise contractors and exhibitors. This includes carpet tape, emergency gangway tape and all other floor tapes.

Any floor graphics within the halls will require testing before the event, which will be subject to venue approval before being laid. At least 28 days is required for the test.

Graphics are not permitted on the floor around the hall's main entrance or any of our public spaces. Our venue services team would be happy to assist with suitable options should you wish to use this floor space.

Any other type of floor damage such as floor paint spillage **or the use of non-approved floor tape** will be charged back to the Organiser post show, where deemed necessary.

## **2.12 Public Space Use/Build**

There should be nothing placed in our internal public spaces including our external venue spaces without written approval in advance by the NEC Event Manager. **Please note that this also includes signage.** Our Venue services team can provide a range of options for graphics and signage for public and external spaces.

To comply with fire regulations, the building of registration desks, info points, catalogue desks and similar structures in our public spaces is limited. All structures

and/or construction must be approved by the venue in advance and can only be provided by our NEC Commercial Graphics team. Third party contractors are not permitted to work in this area, unless approved by the venue.

Any build/construction in these areas must adhere to CDM regulations and instances where approval has been given for Organisers to conduct their own work must be monitored by the Organiser's own H & S/ Floor Management Team.

All structures/items and any pre-agreed supporting activity must be included as a separate item in the Organiser's own show risk assessment with suitable RAMS. Previous approval does not always mean approval will be achievable year on year as our public area space has multiple usage and may be dependent on other show and NEC activities, therefore please do not contract multiple years with suppliers and check with NEC Event Management before proceeding with any future orders.

