

INTERNATIONAL CONVENTION CENTRE

Rules and Regulations

to be observed and performed by all Customers, Stand holders, event organisers, exhibitors and other sub-Customers and their contractors, subcontractors, and agents.

By order of the Board of Directors
The National Exhibition Centre Limited
Birmingham B40 1NT

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 ICC

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INTERNATIONAL CONVENTION CENTRE

RULES & REGULATIONS

PART 1 - GENERAL

101 Scope of the Rules & Regulations

These regulations made by the ICC shall be observed and performed by all Customers, stand holders, event organisers and other sub-Customers, and their contractors, subcontractors, and agents

These regulations are in addition to:

- All statutory regulations and requirements of the Authorities and,
- The terms and conditions of the material damage and public liability insurance policies effected by the National Exhibition Centre Limited in respect of the International Convention Centre.
- The Health and Safety at Work etc. Act 1974, and subsequent amendments and regulations made there under.
- The Regulatory Reform Order 2005

102 Definitions and Interpretation

In these regulations the following definitions and interpretations shall apply unless the context otherwise requires:

- The "Authorities" mean:
 - Birmingham City Council
 - The West Midlands Police
 - The West Midlands Fire and Civil Defence Authority;
 - The ICC's insurers for the time being in respect of risks covered by the material damage and public liability policies affected by the ICC;
 - The Home Office or any other Government Department or any other Authority having jurisdiction over activities at the Centre;
- The "Centre" means the buildings and service areas at the International Convention Centre;
- The "Chief Fire Officer" means the Chief Fire Officer of the West Midlands Fire Service;
- The "City Council" means the Birmingham City Council;
- The "ICC" means The National Exhibition Centre Limited;
- The "Electricity Board" means Midlands Electricity plc;
- "Event" means any function taking place within the Centre including but not limited to conferences, meetings, banquets, conventions, exhibitions, social functions, demonstrations or displays in the nature of an event or any demonstration or display of any sport, game or contest or any entertainment or performance of a similar nature, or of music, singing or dancing;
- "Exhibitors" means the people or person putting on an Event;
- "Gangway" means any passage or walkway within the Centre;
- "Hall" means any building or part of a building at the Centre used for the purpose of an Event;
- The "Customer" means the person or body to whom the ICC grants a licence to use the Centre as more particularly set out in the Licence Agreement;
- The "Licence Agreement" means the document embodying the terms and conditions entered into between the ICC and a Customer for the grant of a licence of the Venue and words and phrases defined in that document have the same meaning in this document unless the context otherwise requires;

- The "Licence Period" means the dates specified in the Licence Agreement between which the Customer has a tenancy.
- "Open Period" means the period of time that a certain Event is open to Visitors
- "Stand" means any structure, platform, space or other area intended for use in connection with an Event;
- "Venue" has the meaning set out in the ICC Licence Agreement.
- "Visitors" means all persons at the Centre other than those present by virtue of their employment at the Centre or their employment by persons rendering services to the ICC or to the Customer or to any exhibitor or delegate;
- The "Water Authority" means Severn Trent Water;

PART 2 - GENERAL CONDITIONS

LAYOUT & INSTALLATION

201 Layout Plans

Layout plans of Events shall be prepared by the Customer and shall conform to the following requirements:

- The Customer is advised to conform to the exact requirements for gangway widths, which vary from Hall to Hall.
- The traps to the service tunnels, set in the Hall floors, shall be accessible.
- All fire alarms, extinguishers, break glass points, fire hydrants, fire detection equipment, sprinkler system valves, room thermo stats, house telephones, ventilation grilles and doors shall be kept clear and accessible at all times.
- The layout grid shown on the survey plans issued by the ICC to Customers shall be shown on the layout plans.
- Layout plans for Events shall be to a reasonable scale, but not less than 1:100.

202 Working Layout Plans

- No work is to commence in the Halls until approval of the layout plans has been given in writing by the ICC.
- Not later than one month prior to the first day of the Licence Period, the Customer is to issue to the ICC layout plans for use by the ICC's operational departments and contractors. Where these plans are for an exhibition these plans must show names of exhibiting companies, stand identification numbers and stand measurements.

203 Mall, Registration and Quayside Areas of the Centre

- Applications to erect or place offices, desks, counters, signs or other structures in the mall, registration and quayside areas of the Centre are to be made to the ICC's event manager prior to the start of the Licence Period. Applications must be accompanied by plans showing the locations of these structures with detailed drawings of individual units where necessary.
- No work is to commence on the mall, registration and quayside areas until approval has been given in writing by the ICC and the Authorities.

204 Marking Out

The ICC will mark out the perimeter of all stands and feature areas on the floor of the Halls.

- For this purpose, the Customer is to issue to the ICC layout plans, showing dimensions of all Stands and feature areas, the widths of gangways between the Stands and feature areas, the dimensions between the frontages of the Stands and the Hall columns and walls and Stand identification numbers
- These plans are to be issued not later than one month prior to the first day of the Licence Period.
- The Customer is to check 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 ICC immediately. The ICC will accept no responsibility for incorrect marking out if this procedure is not followed or if the plans issued to the ICC vary from layout plans issued by the Customer to others.

205 Building Works & Fixings

- General

All fixings or attachments to or penetration of the fabric, structure of floors of any building on the Centre shall be carried out by the ICC at the expense of the Customer, sub-Customer or contractor requiring these services. This shall include the provision of foundations, pits, fixing of holding down bolts, attachments to the structural steel work, taking down or replacing removable Hall wall panels and the anchorage of guy ropes, wires, cramps or tackle for any purpose to any part of the building fabric and structure, whether to the interior or exterior of the Halls. No fittings or attachments of this type will be permitted unless approved by the Event Manager in writing.

- Fixings to the Hall Floors

No fixing is permitted to the floor of any Hall except as follows:

Hall 1 and Hall 5 stage areas: - with prior written agreement of the Event Manager (or representative).

Hall 3: where prior written agreement has been reached with the Event Manager (or representative) and appropriate arrangements have been made for the removal and reinstatement of carpet tiles (where required). The ICC may make charges for removing and reinstating carpet tiles and for any tiles cut or damaged.

- Fixings to Duct Covers

No fixing will be permitted to the floor duct covers.

- Adhesive Tapes

The Customer will be responsible for ensuring that adhesive tapes used to fix carpets or other materials to the Hall floor are removed after use without damage to the floor.

- Use of Mortar

Persons proposing to erect brick, stone or block walls etc., shall lay heavy duty building paper or similar material on the Halls floor under the walls etc., to protect the floor surface from mortar damage. The cost of repairing any damage caused to the floor by the erection or dismantling of this work will be charged to the Customer.

206 Exit Signs

If exit notices or emergency lights are obstructed by stands, decorations or exhibits, additional notices shall be provided as the Authorities may require. The provision and fixing of these additional notices will be carried out by the ICC at the Customer's expense.

ADMISSION INTO HALLS

207 Delivery, Unpacking, Storage and Removal

- General

Deliveries will not be accepted before the commencement of the Licence Period and the ICC cannot accept responsibility for deliveries if this occurs. No vehicle will be allowed into any Hall while that Hall is open to Visitors. Exhibits and similar materials shall only be delivered and unpacked, or packed and collected, at times when Visitors is not admitted to the Hall in question. No empty crates, cartons, boxes, shavings or other packing materials shall be stored on or behind any stand but must be removed when the unpacking has been completed.

- Early Access

The ICC will not permit deliveries to the Halls of exhibits, Stand fitting or any other materials or equipment required for staging of an Event prior to the first day of the Licence Period except in accordance with specific arrangements made in writing between the ICC and the Customer. If such arrangements are made, Customers will be responsible for any charges the ICC may make for extending the period of the Licence and for provision of the additional services.

- End of Tenancy

All exhibits, Stand fitting and other materials brought into the Halls for an Event including materials scrapped at the end of the Event must be removed from the Halls by the owners and storage areas cleared in sufficient time for the ICC's cleaning contractor to clear the floors by the end of the Licence Period (unless specific arrangements to the contrary are made in writing between the ICC and the Customer). The Customer will be responsible for any charges the ICC may make for extending the Licence Period and for additional services required if the Halls are not clear by the end of the Licence Period.

208 Admission to the Halls - Build-Up and Breakdown

- Passes

The Customer shall issue passes valid for the build-up and breakdown period to all persons requiring admission to the Venue for any reason in connection with building or breakdown of the Event stands. These passes must be displayed by the holders at all times when entry into the Halls is required and shall be shown on request to the ICC's stewards on duty in the Halls.

- Staff Identity Cards

Unless a specific request in writing is made to the ICC, identity cards issued by the ICC to its staff shall permit the holders' entry into the Centre at any time to carry out their duties.

- Children Under 16

The Customer shall not issue passes for the build-up and breakdown period to children under the age of sixteen. The ICC's stewards have instructions not to allow children under the age of sixteen into the Halls during this period.

208a CDM site rules.

When an event is deemed to be following the process of Construction (design and management) regulations 2015 the following site rules should be observed:

1. Compliance with ICC Site Rules, ICC Hall Access Policy, eGuide, H & S legislation and CDM regulations is required at all times.
2. The speed limit within the Bay Areas and Halls is 5mph.
3. Vehicle access into the halls and/or CDM site must be approved by the venue and Client or Principle Contractor.
4. Be considerate and do not block in other vehicles.
5. Be safe and be seen - Hi-vis jackets should be worn at all times when off-loading and loading vehicles within the loading bays.
6. All forklift and vehicle movement within the halls must be coordinated and managed safely.
7. Hatch markings outside each VE Door and areas immediately in front of the VE Doors inside the halls must be kept clear and accessible at all times.
8. Emergency gangways must be maintained to allow cleaning tractors, forklift movement and emergency access/egress etc at all times.
9. Emergency gangways must be clearly identified.
10. Authorised access only is allowed into halls – all personnel working within a CDM site must be informed of the ICC site rules.
11. Appropriate management and safe methods of working at height is required at all times.
12. Hot Work requires a hot work permit from the venue.
13. All accidents, incidents & near misses must be reported immediately.
14. Work tidy – maintain good housekeeping at all times and dispose of all waste in an appropriate manner.
15. 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](#).

209 Admission to the Halls - Event Open Periods

The Customer shall notify the event manager of the procedure to be followed by the Event organisers, staff and visitors to gain entry into the Venue during the Open Period and issue to the security manager specimens of all passes or tickets etc., intended to be used during that period (for briefing of the security staff on duty).

210 Floor Loadings

The Hall floors, including duct covers and the floor above the tunnels or other sub ways, can with stand a loading of 5 kilonewtons per square metre (approximately 100 pounds per square foot) with the following exceptions:-

- Hall 1 Stage

The maximum permitted loading is 7.5 kilonewtons per square metre (approx. 150 pounds per square foot).

- Hall 3 Floor

The maximum permitted loading is 10 kilonewtons per square metre (approx. 200 pounds per square foot).

- Hall 3 Gallery

The maximum permitted loading is 6 kilonewtons per square metre (approx. 120 pounds per square foot).

TRAFFIC AND VEHICLES

211 Traffic

- Control

All vehicles entering the service bays must conform to instructions given by the ICC's Stewards.

- Unloading and Loading

Unloading and loading may only be carried out in designated areas clear of the public highway. The ICC cannot authorise vehicles to wait or unload in contravention of local road traffic regulations. All loading/unloading passes are issued by the event manager and must clearly be displayed in the vehicle windscreen. Drivers of vehicles without passes should contact the event manager before arrival in order for loading/ unloading arrangements to be made.

212 Vehicle Entry Doors

The electrically operated vehicle entry doors to the Halls shall be operated only by the ICC's personnel or such other persons as the ICC may designate in writing. Wheeled vehicles, whether motor driven or hand propelled, must not be taken through any of the emergency pedestrian exit doors from the Halls.

MISCELLANEOUS

213 Lost Property

All property found at the Centre and handed to the security department will be retained for four weeks by the ICC. If after four weeks no claim in respect of that property has been made by any person the finder may claim the property, other wise the ICC shall consider the title to that property has been abandoned and shall become entitled to sell that property for its own account.

214 Exhibitors' Property and Security

Exhibitors' stands and exhibits on Stands are not accepted into the custody or control of the ICC and Exhibitors should make their own insurance arrangements.

- All Exhibitors of jewellery should have a block insurance policy covering their goods wherever situated.
- Any person detailed to stay on a Stand throughout the night shall be deemed to be a servant of the exhibitor.

215 Radio Microphones

All radio microphone equipment used within the Centre must conform to the specification MPT 1350 or its successor. Any radio microphone equipment used by the Customer or its sub-contractor must be suitably licensed in accordance with current regulations and should not conflict with frequencies used by the ICC. A list of the ICC's frequencies is available from the event manager.

216 Books and other goods

The Customer and exhibitors shall not sell or offer for sales at the venue or the centre any books, magazines, records, tapes or other goods of whatever nature without the prior written consent of ICC which consent may be subject to such conditions as ICC considers appropriate

PART 3 - FIRE AND ACCIDENT PRECAUTIONS

ACTION IN CASE OF FIRE AND PERSONAL INJURY

301 Fire

The procedure for an outbreak of fire is as follows:-

- Fire Alarm

Raise the alarm by operating the nearest fire alarm call point. These are sited by exits and in other circulation areas throughout the Centre; or

- Telephone

Either:

- Dial 3333 on the nearest internal telephone. These are coloured light brown and are located throughout the Centre.
- Dial 999 on a public telephone and inform the Fire Service: "Fire at the ICC, Broad Street, Birmingham."

Immediately afterwards notify the Centre's Security Suite on 200 2000 Ext 3333. It is important to give the exact location of the fire to enable Security staff to come to your assistance and to advise the Fire Service of the most direct route.

- Extinguishers

If safe to do so try to quench the fire or confine it by the use of extinguishers and/or removal of goods etc. in the vicinity.

Avoid doing anything likely to create panic.

- Evacuation

Should it be necessary to evacuate the Centre this information will be broadcast on the public address system or sounder. It is important that instructions given are complied with immediately. The assembly point for the Centre is Centenary Square.

302 Personal Injury

In case of personal injury:

- Telephone

Either:

- Dial 2222 on the internal telephone system; or
- On a public telephone call the ICC's security office on 200 2000 extension 2222 giving the location of the incident. If you call the ICC's security office using a mobile phone it is necessary to prefix the number 200 2000 with 0121 i.e. 0121-200 2000.

Remain with the person injured until the arrival of the security staff in order to give them any information they may require about the accident.

303 Emergency Telephone Numbers

By dialling 3333 for fire or 2222 for personal injury on the internal telephone system, immediate access is given to the ICC's trained fire and medical staff, thus enabling incidents to be attended to without delay.

FIRE PREVENTION - GENERAL MATTERS

304 Halls Containing Safety Curtains

A safety curtain is provided in Hall 1 as a requirement of the Authorities between the stage and auditorium. It is the responsibility of the Customer to ensure that the descent of the curtain is not obstructed by any display, exhibit or performance. Details of the line of descent and the area to remain unobstructed can be obtained from the venue services manager.

305 Means of Escape

The Centre operates within the terms of The Regulatory Reform Order 2005. A predominant requirement of all applicable legislation is that all means of escape routes and in particular exit doors from the Centre are maintained free from obstruction at all times. The Customer shall be responsible for ensuring that everything within the area of operation is done to ensure this requirement is complied with.

306 Use of the Mall

There are strict limitations on the use of the mall in particular areas and on the type of usage. Minimum standards to be achieved of any material, exhibit, decoration or commodity have been laid down by the relevant Authorities. Details of the standards to be achieved are available from the ICC's event manager. It shall be a requirement of the Customer that such standards are complied with.

307 Cable Pass through

Cable pass throughs' are provided into certain Halls to bypass entrances and means of escape doors. These are constructed to ensure the integrity of fire compartment walls is maintained. Cable pass throughs must not be interfered with and may only be used with the express permission and under the direction of the event manager.

308 Dead Black Out Facilities

Theatrical dead black out facilities are provided in Halls 1, 2, 3, 4, and 5. Such facilities are subject to specific operating rules and testing procedures and may only be used with the express permission of the event manager.

PART 4 - REGULATIONS FOR STAND ELECTRICAL INSTALLATIONS

STAND INSTALATIONS

401 Conditions

- British Standards

All electrical installations on stands, features, displays or exhibits shall comply with BS7671 sections 711 and in addition:

- Any special requirements of the Authorities and the ICC.
- The Health and Safety at Work etc. Act 1974.
- The Electricity at Work Regulations 1989.
- The Exhibition Venues Association "Regulations for Stand Electrical Installations" contained therein.

The Licensor will not supply electricity to any installation which does not comply with these regulations or requirements.

The Customer and Exhibitors shall not use or install any technical equipment or materials including sound, lighting, cinematograph, theatrical or related equipment or service other than those supplied by ICC or a supplier who has been approved by ICC.

402 Testing

Stand Installations

To verify compliance the ICC's engineers or representatives will inspect and test all installations. The ICC is to be advised by the person responsible for the installation when it is complete and ready for inspection and testing, by completing and handing in a "Request for Connection and Energising of Electrical Supply to Stand" form. Where found to be satisfactory, the installation will be connected to the electricity supply and energised. Where an installation is found to be unsatisfactory the supply will not be connected and the ICC will advise the person responsible, who must rectify any faults and advise the ICC when the installation is ready for re-inspecting and re-testing by re-submission of the "Request for Connection" form.

It is the responsibility of the person undertaking an installation to carry out the appropriate testing to ensure compliance with regulations prior to the submission of the "Request for Connection" form.

Appliances

Any electrical appliance connected to a socket must have been tested by a competent person before it is plugged in and energised. The responsibility for ensuring this testing is carried out is that of the person, or persons responsible for bringing the equipment into the Centre.

403 Floor Ducts and Service Tunnels under Hall 3 Floor

- Exclusion

Ducts set into the floor of the Hall and the service tunnels under the floor of the Hall, where applicable, do not form part of the Centre. Access to and use of the floor ducts is limited to

employees of the ICC or contractors employed by the Licensor, for the purpose of installing mains supply cables and piped services.

- Limited Use

The ICC will consider limited use of the floor ducts, where applicable, for purposes other than those specified above, provided that the installation in the ducts is carried out by or under the supervision of the event manager and that such use has been agreed in writing prior to the commencement of the Licence Period.

- Access

No person shall enter the service tunnels, switch rooms or other service areas without permission in writing from the event manager or his nominees.

404 Main Switchgear and Distribution

- ICC Mains

Every Stand shall be supplied by a separate mains cable except where, by approval of the ICC, a single mains cable may be installed to supply a block of up to six adjoining Stands. This approval will only be given where the electrical installation on all Stands within the block is the responsibility of a single contractor.

- Minimum Cable Size (Sub-Mains)

The minimum acceptable cable size (subject to loading) for the wiring of block sub main supplies shall be 2.5mm².

- Isolation

Each mains supply shall have its own means of isolation situated in an accessible position on the Stand.

MAINS SUPPLY

405 Electrical Supply

- Right of Supply

All current for consumption on the Centre, whether provided through permanent mains supplies or locally installed generators, shall be supplied by the ICC.

- Standard Supplies

The standard supplies are:

- Single Phase 240V: 50 cycles per second AC supply, earthed neutral between 10 and 63 amps any one supply.
- Three Phase 415V: 50 cycles per second AC supply, earthed neutral between 10 and 125 amps any one supply

- 24 Hour Supplies 24 hour supplies are available for any standard supplies.

- "Clean" Supplies

The ICC's standard supplies are normally acceptable as "clean" and suitable for use for computers and data processing equipment. The ICC cannot accept any responsibility or liability for a supply that proves to be not "clean" and subsequently damages computers or data processing equipment.

- Non-Standard Supplies

Alternating current supplies which are non-standard in voltage, current or frequency and direct current supplies may be arranged on application to the ICC.

- Neutrals are earthed at the ICC's sub-station

- Load Limitation

The ICC, at its own discretion, will limit the power rating of a supply or supplies where, in the ICC's opinion, the load or combination of loads requested may have an adverse effect on the supplies to other exhibitors. Where it is proposed by the Customer to group exhibitors demonstrating heavy current consuming machines in such a way as to cause an abnormal demand (i.e. in excess of 100 watts per square metre) in a particular section of the exhibition, the Customer should discuss this arrangement with the ICC prior to the final allocation of Stand space to exhibitors and should endeavour to conform to any rearrangement required by the ICC.

- Power Factor

All equipment or machinery shall operate at a power factor greater than 0.9 lagging. Where this does not naturally occur, the appropriate factor correction equipment must be installed by the person responsible for the electrical installation.

406 Main Supply Cables

- Supply and Installation

All main supply cables from the ICC's electrical distribution system to the point of supply, which may be an exhibit, Stand or group of Stands, shall be supplied and installed by the ICC.

- Termination

Each cable will be terminated with a fused isolator or circuit breaker supplied by the ICC.

- Proliferation of Mains Cables

Where installation of a number of small supplies would, in the opinion of the ICC, lead to an unacceptable proliferation of mains cables, the ICC may, at its discretion, either itself install a large mains cable and provide the mains ordered by sub distribution within the block, or instruct the nominated electrical contractor that only a single main will be installed to the group of Stands.

- Access for Installation

The mains supply cables to Stands or exhibits will be installed before or immediately after the starting date of the Licence Period, provided that the supply has been ordered from the ICC by the agreed date. Before occupying the Stand site, exhibitors and their contractors must check with the ICC that the supply cables have been installed and, if not, shall only occupy areas of the Stand site permitted by the ICC until such time as the supply cables are installed.

407 Ordering of Main Supply Cables

- Placing of Orders

Mains supply cables shall be ordered from the ICC by the Customer, electrical contractors, Event organisers or their nominated representatives using procedures and at charges for standard supplies agreed between the ICC and the Customer. Orders will only be accepted when made in writing. The International Convention Centre Mains Order Form is the required method for placing orders. Copies of the form are available from the ICC's event manager or venue operations manager.

- Deadline for Orders

Orders for main supply cables shall be placed with the ICC not later than four weeks prior to the commencement of the Licence Period.

- Late Orders

- Completion

The ICC will not guarantee to complete orders received after the deadline, prior to the opening of the Event. Priority will be given to the completion of those orders placed before the deadline.

- Procedure

The ICC reserves the right to deal with orders placed after the dead line in the order in which they are received.

- Surcharge

Orders for mains supplies received by the ICC after the dead line will be subject to a surcharge.

- Payment

The ICC reserves the right to refuse to connect a supply until the ICC's terms and conditions in relation to payments have been complied with.

- Routing and Termination Positions

All orders should indicate specific positions required for termination and routing of mains and must contain full information of these positions, including a dimensional plan showing their location on the Stand and the location and orientation of the Stand in the Hall. If this information is not given, the supply cable will be routed and terminated at a position at the discretion of the ICC. The ICC can accept no responsibility for any costs involved in relocating a supply cable or altering Stand fittings or Stand electrical installations if an inadequate or if no location plan for the supply cable is submitted with the order.

The main cable(s) shall be brought on to the Stand from a duct within the area of the Stand. Connections from a duct on an adjacent Stand shall not be permitted unless either there is no duct on the Stand or the Customer and adjacent Stand holder have given their prior permission.

Note: Persons responsible for designing the layout of Stands, or the electrical installation for Stands, should acquaint themselves with the location of the under floor ducts in the Hall used for installing Stand services to ensure that Stand layouts can, or are designed to, permit the termination of mains cables over, or as close as possible to, the floor ducts. These floor ducts are shown on the layout plans of the Event, issued by the Customer.

- Alterations to Orders

- Termination Position

Where the termination position of a mains supply cable is altered after the deadline date for placing orders, this will be treated by the ICC as a late order and will be subject to a surcharge.

- Rating

Where the rating of a mains supply is changed after the deadline date for placing orders, the new mains supply will be treated as a late order and will be subject to a 20% surcharge.

- Cancellation of Orders

Cancellation of orders will only be accepted by the ICC when made in writing. Where such written cancellation is received by the ICC later than one week prior to the commencement of the Licence Period, the mains supply ordered will be charged at half the full rate and if thereafter at the full rate. If a supply is ordered and not cancelled in writing then the supply will be charged at full rate.

408 Time of Operation of Electrical Supplies

- During Event

Mains Stand electrical supplies will be switched on half an hour before opening and off half an hour after the close of the Event each day, except for the last day when switch off will be at the time of the close of the Event.

- During Build-Up

During the build-up period of an Event, supplies which have been tested and connected will normally be switched on half an hour after normal starting and off half an hour before the normal finishing time of the build-up period. Additionally, there may be interruptions to the supply to allow the ICC to make extra connections.

- Variations

By agreement between the ICC and the Customer the times of the switching for connections may be varied to meet the needs of the Event. Such requests should be made at least half a working day in advance of the requirement.

- During Breakdown

All mains supplies are switched off at the closing time of the Event on the last day. Where an exhibitor requires a main electrical supply after the close of an Event, the requests for such supply should be made to the ICC, through the Customer, by midday on the last open day of the Event. The supply will be reinstated approximately half an hour after the close of the Event once essential safety work has been completed.

- 24 Hour Supplies

Where continuity of supply is required this should be indicated by ordering a continuous supply. The continuous supply will be from the opening morning until the close of the Event. During the build-up period the supply will normally be switched on and off as for standing supplies. By arrangement between the Customer and the ICC it may be possible to agree to improved continuity of supply.

PART 5 - PIPEWORK STAND INSTALLATIONS AND MAINS SUPPLIES

STAND INSTALLATIONS

501 Conditions

- Regulations

All pipe work installations on Stands, features, displays or exhibits shall comply with:

- Relevant Service Regulations
- Water and drainage - Severn Trent Water byelaws
- Compressed air - In accordance with recommendations of the Chartered Institute of Building and Services Engineers
- Any special requirements of the Authorities.
- The Health and Safety at Work etc. Act 1974 and subsequent amendments and regulations made there under.
- The ICC's rules and regulations contained herein.

The ICC will not supply water, compressed air or take drainage from any installation which does not comply with these regulations or requirements.

- Responsibility

The ICC will not accept responsibility for:

- Delays
 - Delays in connecting installations found unsatisfactory or when insufficient time has been allowed for checking.
- Any faults discovered in installations after checking and connection by the ICC.

502 Pipework Contractors

- Selection of Contractors

Generally the ICC does not place any restrictions on the selection of contractors to carry out pipework installation. When requested, the ICC, or its nominated contractors, will quote for and carry out installation work on stands. The Customer is responsible for ensuring that the contractors observe these Rules and Regulations.

503 Use of Floor Ducts and Service Tunnels under the Floors

- Exclusion

The ducts set into the floors of the Halls and the service tunnels under the floors of the Halls do not form part of the Venue. Access to and use of the floor ducts is limited to employees of the ICC, or contractors employed by the ICC, for the purpose of installing main piped services and electrical supply cables.

- Limited Use

The ICC will consider limited use of the floor ducts for purposes other than those specified above, provided that installation in the ducts is carried out by or under the supervision of the event manager or representative and that such use has been agreed in writing prior to the commencement of the Licence Period.

- Access

No person shall enter the service tunnels, switch rooms or other service areas under the Hall floors without permission in writing from the event manager or representative.

504 Installation on Stands

- General

- Pipework

All pipework used in installations shall be suitable for the operating pressures of the mains service for which it is to be used.

- Isolating Valves

Where Stand platforms are installed, all stop cocks or valves on mains piped services shall be above the platform and in an accessible position.

- Water

- No Water Without Drain

No mains water service will be connected to a Stand etc. unless a drainage system is installed on the same Stand for the purpose of removing the water used.

- Pipework

Pipework used on water installations must be made of copper, approved plastic, polypropylene or rubber. Steel or galvanised pipework shall not be used.

- Direct Machine Connections

Direct connections from the water mains service to a machine shall not be permitted unless a vacuum breaker is fitted at the inlet to the machine. If requested, the ICC will quote for the installation of the appropriate vacuum breaker.

- Drainage

- Sinks and Washbasins

Each and every discharge into the drainage system from a washbasin or sink shall be made through a trap with a water seal at least 75mm deep.

Any costs in dealing with flood clearance caused by the exhibitor or its contractor during the Licence Period will be charged to the Customer.

- Machines

Direct drainage connections from machines are not permitted. There shall be a minimum 100mm clear air gap between the machine outlet and the drainage main. A trap with a water seal at least 75mm deep shall be fitted as near to the machine end of the drainage main as practical.

- Compressed Air

The used of rigid plastic pipework shall not be permitted.

Stand installations shall be made using metal pipework or flexible plastic/nylon hose.

505 Discharge of Fluids onto Floors

All exhibits and ancillary equipment containing fluids shall be carefully drained down at the end of an Event in such a way that no fluid is discharged on to the floor of the Halls. Any costs involved in dealing with fluid discharge on to the floors of the Halls, or into the service ducts or any damage caused to the mains services in the service ducts or tunnels under the Halls by the discharge of fluid at any time during the Licence Period will be charged to the Customer.

506 Discharge of Noxious Waste

- Discharge Prohibition

No paint, oils, spirits, chemicals or other noxious substances shall be discharged into the drainage system. These materials shall be discharged into closed containers manufactured of material suitable for this purpose. Full details of waste of these types are to be submitted to the ICC which will make arrangements for their disposal at the cost of the Customer.

- Cost of Repairing Damage

The cost of cleaning or repairing the drainage system or making good any other damage caused by the stand effluent shall be the responsibility of the Customer.

MAINS SUPPLIES

507 Pipework Services Supply

- Right of Reply

All water and compressed air supplied and drainage discharged on the Centre shall be through the mains supplied by the ICC

Standard Supplies

- Water

Domestic mains water is supplied through a 1/2 inch pipe at a pressure of approximately 3 bar (50 psi). The maximum capacity from this supply is 0.3 litres per second (4 gallons per minute). Larger supplies are available by quotation.

- Drainage

Drainage is removed through a 1 1/2 inch hose with adequate capacity to accept the discharge from a standard water supply. Larger drains are available by quotation.

- Load Limitation

The ICC, at its own discretion, will limit the quantities of piped services supplies where, in the ICC's opinion, the load or combination of loads requested may have an adverse effect on the supplies to other exhibitors. Where it is proposed by the Customer to group exhibitors demonstrating machines with large pipe services requirements in such a way as to cause an abnormal demand in a particular section of the Event, the Customer should discuss this arrangement with the ICC prior to the final location of Stand space to exhibitors and must endeavour to conform to any rearrangement required by the ICC.

- Non Standard Supplies

Supplies, larger than the standard supplies above, may be arranged on application to the ICC.

508 Mains Supply Pipes

- Supply and Installation

All mains supply pipework from the ICC's distribution system to the point of supply, which may be either an exhibit, Stand or group of Stands, shall be supplied and installed by the ICC.

- Termination

Each supply hose will be terminated with a stop cock or valve with bsp threaded connection the same size as the hose. Drain hoses will be terminated with an open end 1 1/2 inch bsp coupling.

- Access for Installation

The mains supply pipes to stands or exhibits will be installed before or immediately after the starting date of the Licence Period, provided that the supply has been ordered from the ICC by the agreed date. Before occupying the Stand, exhibitors and their contractors must check with the ICC that the supply pipes have been installed and, if not, shall only occupy areas of the stand site permitted by the ICC until such time as the supply pipes are installed.

409 Ordering of Pipework Mains Services

- Placing of Orders

Mains supply pipes shall be placed with the ICC not later than four weeks prior to the commencement of the Licence Period.

- Late Orders
 - Completion

The ICC will not guarantee to complete orders received after the deadline prior to the opening of the Event. Priority will be given to the completion of those orders placed before the deadline.

- Procedure

The ICC reserves the right to deal with orders placed after the deadline in the order in which they are received.

- Surcharge

Orders for main supplies received by the ICC after the deadline will be subject to a surcharge.

- Payment The ICC reserves the right to refuse to connect a supply until payment has been received.

- Routing and Termination Positions

All orders should indicate specific positions required for termination and routing of mains supply pipes and must contain full information of the positions, including a dimensional plan showing their location on the Stand and the location and orientation of the Stand in the Hall. If this information is not given, the supply pipe(s) will be routed and terminated at a position at the discretion of the ICC. The ICC can accept no responsibility for any costs involved in relocating a supply pipe or altering Stand fitting or Stand pipework installations if an inadequate or no location plan for the supply pipe is submitted with the order.

The mains pipe(s) shall be brought on to the Stand from a duct within the area of the Stand. Connections from a duct on an adjacent Stand shall not be permitted unless either there is no duct on the Stand or the Customer and adjacent Stand holder have given their prior permission.

Note: Persons responsible for designing the layout of Stands, including the pipework installations on Stands, should acquaint themselves with the location of the under floor service ducts in the Halls used for installing Stand services to ensure that Stand layouts can, or are designed to, permit the termination of mains pipes over, or as close as possible to, the floor ducts. These floor ducts are shown on the layout plans of the Event issued by the Customer.

- Alteration to Orders
 - Termination Position

Where the termination position of a main supply pipe is altered after the deadline date for placing orders, this will be treated by the ICC as a late order and will be subject to a surcharge.

- Rating

Where the nature of a mains supply is changed after the deadline date for placing orders, the new mains supply will be treated as a late order and will be subject a surcharge.

- Cancellation of Orders

Cancellation of orders will only be accepted by the ICC when made in writing. Where such written cancellation is received by the ICC later than one week prior to the commencement of the Licence Period, the mains supply ordered will be charged at half the full rate and if thereafter at the full rate. If a supply is ordered and not cancelled in writing, then the supply will be charged at full rate.

510 Time of Operation of Pipework Services

- During the Build-Up

During the build-up period of an Event, supplies which have been checked and connected will normally be usable immediately and thereafter at all times until the close of the Event.

- During Breakdown

All main supplies are isolated at the closing time of the Event on the last day. Where an Event organiser requires a mains pipework supply after the close of an Event, a request for such supply should be made to the ICC through the Customer by midday on the last open day of the Event.

PART 6- PUBLIC ENTERTAINMENTS

LICENCES

601 Scope of the Licences

The Centre is licensed annually by the City Council for the following:

- Public Entertainment under the Local Government (Miscellaneous Provisions) Act 1982, Section 1, Schedule 1. The Public Entertainment Licence covers the following activities: "Public dancing or music or any other public entertainment of a like kind" and "a public contest, exhibition or display of any sport" in Halls 1, 2, 3, 4 and 5.
- Stage Plays under the Theatres Act 1968. The Stage Plays Licence covers "the public performance of plays".
- Film Exhibitions under the Cinemas Act 1985. The Film Exhibition Licence covers "the public performance of film exhibitions".

The licences above are granted to the ICC secretary.

602 Terms, Conditions and Restrictions

Incorporated into the licences above are a number of terms, conditions and restrictions of general application to all premises licensed annually by the City Council, and some special conditions applicable specifically to the Centre. Chief amongst the latter are the following:

- Stewards

The number of stewards on duty is specified as follows:

- For concerts, one steward for every 100 people (1:100).
- For all other events, one steward for every 250 people (1:250).

603 Approval of Arrangements

The approval of the City Council to the arrangements for public entertainments must be obtained in the same way as for all other Events. Any matters relating to the Centre's licences should be referred in the first instance to the ICC secretary.

604 Permitted Hours

Within the terms of the Public Entertainments Licence, the ICC's policy is that entertainment shall only take place on the days and between the hours specified as follows:

Day	Permitted Hours
Monday to Friday	0900 - 0200
Saturday	0900 - 0200
Sunday (excluding dancing)	0900 - 0200

Entertainment shall not take place on Christmas Day without prior permission from the Authorities.

605 Opening of Doors

All doors to be used by Visitors for gaining admission to the entertainment are required to be opened at least 30 minutes before the advertised starting time.

Therefore, all rehearsals and preparations for the entertainment must be completed by the doors opening time.

GENERAL ARRANGEMENTS

606 Time of Evening Performance

Notwithstanding para 504 above, an evening performance will normally take place sometime between 1800 hours and 2300 hours. After the performance every endeavour must be made by the Customer to ensure that the audience can be out of the Hall and of all other parts of the Centre to allow the doors to be closed by 2400 hours; with the exception that by prior arrangement certain members of the audience might be attending a reception or function after the performance continuing beyond 2400 hours.

607 Security

The ICC will provide personnel to carry out ushering and audience control within the auditorium area, ticket checking and, if the ICC considers it necessary, body searching at the entrances to the auditorium area; and stewards who will maintain general law enforcement and provide low profile general surveillance in general circulation areas and outside the building.

608 Construction Work and Electrical Installation

- The ICC will be involved, in association with the Customer's contractors, in the undertaking of any construction work on behalf of the Customer. Any part of such work which involves fixing or fitting any item to the fabric of the Hall itself or to existing fixtures and fittings will be carried out by the ICC at the Customer's cost. The ICC will provide the cable connection for all electrical supplies required by the Customer (see Part 5).

Drawings

- Detailed structural and other drawings of all proposed structures and installations must be submitted to the ICC by the Customer or its contractors as soon as practicable, and in any event not later than one month before the first day of the Licence Period, to enable the ICC on behalf of the Customer to submit them to the Authorities for approval.

609 Lighting

- The ICC will provide house, safety and emergency lighting within the Hall(s) as required by the City Council and the Authorities. These lights will be controlled by the ICC's operator in consultation with the Customer's Stage Manager and/or Lighting Engineer.
- Where the ICC has agreed either to provide the lighting system for an entertainment or to allow the Customer's lighting system to be connected to the ICC's system, the operation of the ICC's systems will be the ICC's responsibility unless prior agreement has been given in writing by the event manager. Note that there will be a charge for this service.
- Wherever such agreement is given the Customer will be responsible for any damage, howsoever caused, through abuse or misuse of the ICC's systems.
- Sound
 - Where the ICC has agreed either to provide the sound system for an entertainment or to allow the Customer's sound system to be connected to the ICC's system, the operation of the ICC's systems will be the ICC's responsibility unless prior agreement has been given in writing by the event manager. Note that there may be a charge for this service.

610 Communications

The ICC will provide a communications system to link such of its personnel who are involved in the operation of an Event to the Customer's personnel controlling the Event.

611 Emergencies

In the event of any emergency, the ICC reserves the right to take such steps as it considers necessary in the circumstances. As far as possible this will be done after consultation with the Customer.

612 Emergency Announcements at the International Convention Centre

The Customer's sound operator must establish with the Licensor's technical staff a means by which he/she can be instructed in the event of an emergency to fade down his/her program material without delay.

The Customer's duty manager will then make the necessary announcement from the platform and instruct the audience in accordingly.

In the event of the automatic evacuation announcement sounding in Hall 1, 2 and 5 during a build-up, rehearsal or break-down then the Customer's staff must immediately isolate their equipment and evacuate the building as instructed by the ICC's management and/or security staff. For all other areas the announcement will be made via the public address system.

613 Codes of Practice

The Customer will be responsible for ensuring that all the arrangements for which it is responsible comply with any relevant Codes of Practice ("Code"). In particular, promoters of concerts should comply with the HSE "Event Safety Guide", published by HSE books.

If the City Council or any other Authority stipulate compliance with any specific Code or set regulations as a condition of granting their approval for an Event the ICC will give the Customer full details as soon as possible.

Mixer Units

Mixer units, lighting controls etc. will be located only in the position provided for that purpose. Any requirements for other locations must be agreed by the event manager, in writing, at least 14 days prior to tickets going on sale.

Guests

Each Visitor attending a performance must have a valid numbered ticket from the ticket manifest. Spectators will not be permitted to stand in Gangways. Passes issued by the Customer to anybody other than technical or production staff will be valid only for admission to the back stage area.

614 Staging

Any requirement for the use of stages larger than those permanently installed (including use of installed forestages) must be agreed by the event manager, in writing, at least 14 days prior to tickets going on sale.

PART 7 - HEALTH AND SAFETY

701 Monitoring of Health and Safety

The ICC, through its group health and safety manager, will carry out inspections throughout the Licence Period of all areas which form part of the Venue and will bring to the attention of the Customer matters of health and safety for their action. In cases of imminent danger, the group health and safety manager shall have the authority to take appropriate action without prior recourse to the Customer. Should this be necessary, the Customer will be informed of the actions taken at the earliest opportunity thereafter.

The Customer shall, throughout the Licence Period, ensure that positive steps are taken to monitor health and safety matters for the purpose of identifying risks and reducing them to the lowest possible level.

The ICC is not exempt from all or any health and safety legislation, standards, guidance or Code. It is important that all operations carried out at the Centre are done so, so far as is reasonably practicable, without risk to either those working at the Centre and those visiting the Centre. All operations must be effectively managed to ensure safe systems of work are implemented and safety policies are available for inspection.

Guidance is available on health & safety matters from the NEC's Group health & safety department, who may be contacted on 0121 644 5076

702 Public Participation and Adventurous Activities

If an activity of an adventurous nature or involving public participation is planned during an Event, then the ICC's planning and group health and safety managers must be informed in writing for prior approval. If there is any doubt what activities are considered to be adventurous, then the event manager should be contacted for advice.

INTERNATIONAL CONVENTION CENTRE, BIRMINGHAM

Code of Practice, Build Up and Breakdown of Exhibitions

In order to maintain the high standard of decoration of Hall 3 and indeed other areas used for exhibition purposes, we ask that users abide by the following Code:

Smoking, the consumption of beverages and food, are not permitted inside the Hall. A basic catering point will be set out on the hard floor area at the side of the get-in entrance for these purposes.

Where crew catering is set up on the gallery, floor protection will be provided by the ICC.

Any catering will be supplied solely by the catering department. Contractors may not set up their own "tea points" within the hall.

No children under the age of 16 will be allowed in the Hall or in the service bay during a build up or a breakdown.

All joinery, metal working and welding operations require prior notification and floor protection. All areas must be properly roped to ensure no casual access to areas where this work is being carried out.

Where feasible, general floor protection will be provided to vulnerable areas of the Hall by the ICC, but if you intend to utilise damaging liquids then prior notification is essential.

Equipment and vehicles being brought into the Hall must be clean and dry. Drip trays must be provided by the exhibitor/contractor for oil leakage from vehicles.

Equipment and vehicles must not be stored in the get-in area. There is no client storage available on site.

Vehicles must not be left unattended on Cambridge Street as traffic wardens do patrol.

Health & Safety at work regulations are fully enforced in this building. Copies are available from the ICC's event manager.

In the event of fire ring 3333 and sound the alarm.

All items above will be enforced by the stage manager and security officer in charge. Failure to comply may result in users' access or installation being delayed.

If in doubt, or if you require assistance, please contact the ICC security officer at the get-in area.

Thank you for your co-operation