

SBC | SUMMIT

24-26
SEPT
2024
FIL, LISBON

Show Regulations
Affiliate Leaders

SBC SUMMIT 2024

This document contains a summarised version of the Exhibitor Manual. For more information please check our Event Portal.

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Event Schedule

Build Schedule

Date	Venue	Open	Close	Access For
Monday 23rd September	Sony Square	10:00	20:00*	Contractor Loading-In Space only stand build will be agreed on a case by case basis on location in the halls.
		20:00	08:00**	Space only stand build
Tuesday 24th September	Sony Square	08:00	20:00***	Space only stand build
		16:00	20:00	Stand dressing - minimal construction permitted

*Contractor Load-in & Space only stand build will be agreed on a case by case basis on location in the halls from 10:00 - 20:00 Monday 23rd September. There will be strict loading in times to stagger the build process.

**Sony Square will only be available from 20:00 Monday 23rd September. The overnight build will take place until 08:00 Tuesday 24th September.

***Sony Square will be open all day and night starting from Monday 23rd September until 20:00 Tuesday 24th September. **All in Sony Square exhibitors/contractors must complete decorating their stands by 16:00 Tuesday 24 September.**

Event Days

Event	Date	Venue	Open	Close
SBC Summit	24th September	FIL & MEO Arena	10:00	18:00
			Exhibitor Only Access from 09:00	
	25th September		10:00	18:00
			Exhibitor Only Access from 09:00	
	26th September		10:00	17:00
			Exhibitor Only Access from 09:00	

Event	Date	Venue	Open	Close
Affiliate Leaders	25th September	Sony Square	10.00	18.00
			Exhibitor Only Access from 09:00	
	26th September		10:00	17:00
			Exhibitor Only Access from 09:00	

Event	Date	Venue	Open	Close
Esports Insider	24th - 25th September	MEO Arena, Salon Tejo	10.00	18.00

Breakdown Schedule

Date	Venue	Open	Close
Thursday 26th September	FIL & MEO Arena	18.00	22:00
Friday 27th September	FIL & MEO Arena	08.00	20.00
	MEO Arena	08.00	00.00
Saturday 28th September	FIL & MEO Arena	08.00	18.00*
	MEO Arena	08.00	00.00

***All stand material and waste must be removed from the hall by 15:00 on Saturday 28th September.**

It is the responsibility of the exhibitor to ensure that their material is removed. Any charges for the removal of material left behind will be passed to the Exhibitor. Check the following link to order [Click here](#).

Please ensure you do not leave materials or personal items unattended during Build-up or Breakdown. The organiser will not accept any responsibility for items left unattended during or after this time. Any equipment/materials left behind will be removed at the exhibitors or contractors' expense.

Space Only Information

‘Space Only’ means you have rented a space on the floor in the exhibition hall. You will need to appoint an external contractor/design team who will build your stand. Please refer to your IO for what package you have purchased.

READ CAREFULLY

Please consider the design and materials for your stand. The Affiliate Leaders Zone, covered by a tent, has specific build restrictions that must be adhered to:

- Build time is condensed to just 48 hours. Please let your contractors be aware of this news.
- No forklifts allowed inside the tent; pallet trucks are available for use.
- Rigging is prohibited within the tent.
- Build height restrictions will be 4 metres.
- Maximum floor loading in the tents is 1250 kg/m2.

Stand Plan Approval Submission

In advance of the event, you will be required to submit the relevant information in regards to your space only stand build. The deadline for submission is no later than **Friday 9th August 2024**. Failure to submit your designs by the stated deadline may result in your stand not being approved and built. The required documentation is set out in the table below.

DOCUMENTATION REQUIRED FOR SPACE ONLY STANDS:
<p>Detailed below are the requirements regarding the submission of plans:</p> <ul style="list-style-type: none"> • All plans, calculations and documentations must be in English. • Present technical scale drawings including all dimensions, weight loads, heights, materials to be used etc. • Show a ground plan and an elevation drawing. • Details must prove the structural stability of the design. • Positions of audio-visual equipment, features, walling, seating must be presented. • Calculations should justify the structural elements, with particular reference to spanning members and total weights to each hanging point. • Approval for a stand from a previous show will not be accepted as proof of approval and plans must be re-submitted for every show. • Approval must not be assumed until written approval is received from the H&S Team. • When written approval has been received for the original design, no alteration may be made without the approval of the H&S Team. • Once the stand plans have been approved a <u>letter of approval</u> will be provided.
<p>PLEASE SUBMIT THE FOLLOWING FORMS IN ORDER FOR YOUR STAND APPROVAL:</p> <p>Documents to be submitted to the SBC Event Portal:</p> <p><input type="checkbox"/> HEALTH AND SAFETY DECLARATION - Document available here.</p> <p><input type="checkbox"/> INSURANCE DOCUMENT.</p>
<p>CLICK HERE FOR THE SBC EVENT PORTAL</p>
<p>Documents to be submitted to the STAND SUBMISSION PLATFORM:</p> <p><input type="checkbox"/> METHOD STATEMENT - Document available here.</p> <p><input type="checkbox"/> RISK ASSESSMENT - Document available here.</p> <p><input type="checkbox"/> CONTRACTOR INSURANCE</p> <p><input type="checkbox"/> STAND PLANS</p>
<p>CLICK HERE FOR THE STAND SUBMISSION PLATFORM</p>
<p>DEADLINE SUBMISSION: FRIDAY 9TH AUGUST 2024</p>

Space Only Stand Regulations

PLEASE READ THE FOLLOWING CAREFULLY:

The following regulations must be adhered to when designing and building a space only stand, please pass this information onto your contractor:

- All stands are to be constructed so as to pose no danger to public safety and order.
- No part of the stand construction, including rotating signs, or any exhibits may protrude into the gangways or over neighbouring stands.
- All gangways at the show must be kept clear at all times, including during build-up, the open period and breakdown.
- Doors may not open onto gangways.
- Exhibits, furniture and other items belonging to your stand must not encroach beyond the boundary of your stand space. This is to ensure that escape routes are unobstructed in case of emergency evacuation.
- All stand construction must be completely self-supporting and no fittings or painting may be made to any part of the venue structure.
- Platforms must be of a strength and stability sufficient to carry and distribute the weight of stand fittings and exhibits with regard to the loading limits of the venue floor.
- Construction heights are subject to event rules and regulations.
- **Stands cannot be higher than 4 metres.**
- All stands will require complete outside walling of their stands. It is the responsibility of the stand owner to complete and not the neighbouring companies responsibility.
- Any stand built higher than 2.5m must be black or white backed, so that this does not impose on neighbouring stands.
- All cladding of columns must be self-supporting and access must be made available to any services on these columns.
- All ground based constructions must be completely free standing. It is not permitted to have any ground based walling supported via rigging points.
- Double deckers and Multi Storey Stands are NOT allowed
- Rigging is NOT allowed.
- Rigged banners are NOT allowed
- NO Forklifts allowed inside the tent.
- All stand construction and displays must be made from fireproof materials and installed to the satisfaction of the authorities.
- Only fire resistant carpet, reference M3, can be utilized.
- SBC reserves the right to cancel any stand construction if plans do not align with venue and/or exhibition regulations. New plans will need to be submitted and approved for construction to resume.
- All mains electrical power works must be carried out by the official event contractor: 4foreverything. Please order any mains power or electrical items via the link: [Click here](#)

Complex Stands

Complex Stands are custom-built stands built on-site or prefabricated. The design is elaborate and normally they are to be checked by a structural engineer. They involve a variety of techniques, equipment, materials and potentially multimedia displays or interactive features.

Professional and technical scale drawings are to be submitted through the [Stand Submission Platform](#).

- The Venue and Organisers may authorise the construction of a complex structure in accordance with the regulations established by the venue where the ceiling height and the hall structure allow it.
- Risk assessment is required to any construction that implies the submission of design floor plans, calculations and certificate of stability approved by qualified technicians. The same applies to all constructions that need a custom evaluation of a special risk assessment.

Complex stands include:

- Platforms or stages with a height equal to or higher than 0.50m
- Terraces with access to the general public
- Tiered seating, lighting towers and rigs, suspended structures, marquees and tents, pedestrian and crowd barriers, inflatables, stands subject to external wind forces
- The inclusion of large, enclosed areas within a stand.
- Be aware stands **cannot be higher than 4 metres**.

All the above require supporting technical scale drawings, calculations including all dimensions, weight loads, heights, materials to be used etc.

In the case that all provided documentation is correct, the build up of the stand or structure presented shall be authorised. If any deficiency is detected, the resulting non-compliances shall be indicated in order to request that the client or decorator make the appropriate corrections. The build up of the stand or structure shall not be authorised as long as the deficiencies remain uncorrected.

You are responsible for the actions of any contractor you employ to work for you and will be held responsible for misconduct by them. Any damage caused by your contractors will be charged directly back to you.

Audio Visual

4Foreverything is the official AV supplier for SBC Summit 2024. All audiovisual supply can be ordered using the link: [Click here](#). The deadline for early birds is **Friday 9th August**, any orders made after this date will be subject to a surcharge up to 25%. The deadline for ordering audiovisual and graphics is **Friday 30th August**, any orders made after this date will be subject to a surcharge up to 50% based on early bird prices.

Balloons, Glitter & Confetti

Gas and helium cylinders are not permitted in the halls.

Glitter or Confetti is not permitted in the halls.

Build Up and Breakdown

The loading bay is located in Avenida do Atlântico 19, 1990 Lisbon, Portugal - Parque de Cargas e Descargas.

For Build Up and Breakdown a booking system will be in place to ensure an organised build up and breakdown. The booking system will be operational a month out from build up (Monday 25th August 2024). You will be able to choose your preferred hours to enter the venue, unload your vehicle and avoid queues.

No lorries or cars will be allowed in the loading bay during the show open days.

Important:

Vehicles are strictly forbidden from staying overnight in the exhibition area beyond the timetable established in each exhibition. The Regulations on circulation, as well as the existing road signs and speed limits, must be respected at all times inside the venue.

It is prohibited to park in areas of influence corresponding to the emergency exits, as well as in the access points that may be reserved for emergency services.

Carpets and Floor Covering

If you require floor covering please ensure you have discussed this with your stand contractor and they have taken the necessary steps to make sure no damage is caused to the floor already in the venue.

Any damage to the venue floor will be charged back to the exhibitor.

In the Lisbon fair, only fire resistant carpet, reference M3, can be utilized

The SBC Summit "Space Only" stands will not be carpeted. All carpeting and floor covering supply can be ordered using the link: [Click here](#). The deadline for early birds is **Friday 9th August**, any orders made after this date will be subject to a surcharge up to 25%. The deadline for ordering carpeting is **Friday 30th August**, any orders made after this date will be subject to a surcharge up to 50% based on early bird prices.

Cleaning

The basic cleaning service during show days, sweeping the aisles overnight and emptying trash bins is carried out by [FIL - Feira Internacional de Lisboa](#).

Additional cleaning (vacuuming, washing, cleaning glass and vertical surfaces, etc.) can be ordered using the link: [Click here](#). The deadline for early birds is **Friday 9th August**, any orders made after this date will be subject to a surcharge up to 25%. The deadline for ordering cleaning services is **Friday 6th September**, any orders made after this date will be subject to a surcharge up to 50% based on early bird prices.

Please note: Before a letter of approval to build can be provided, a declaration must be signed specifying a plan for cleaning and waste management has been approved prior to the start of the event.

Dilapidations

Please do not attach anything to the fabric of the building and take care when constructing your stand, as any damage caused by paint, stickers, nails, screws, etc, will be charged to you.

Disability Access

Please ensure that you consider accessibility to your products and services for disabled people when designing your stand. This may include (but not exclusively) providing wheelchair access ramps, induction hearing loops, low level desks, transaction aids and appropriate signage.

The Disability Discrimination Act 1995 (DDA) gives disabled person’s rights to access to goods, facilities and services. You have a duty to ensure that all persons have access to your stand. All stands must be accessible to visitors using wheelchairs.

Any stand incorporating a platform or raised floor that exceeds 40mm in height, must incorporate an access ramp. If the raised floor exceeds 100mm we will require the inclusion of handrails fitted either side. For any mobility scooter dependent visitors, we have at our disposal temporary ramps which can be sited temporarily in the aisle area to aid access/egress.

When installing open corners of stand floors and platforms should be splayed, rounded and angled, if not protected by heavy exhibits, to avoid sharp corners and tripping hazards.

Electrical Services/Stand Power

Electric installation in the stands is the responsibility of each exhibitor, and must abide by the "General Safety Regulation of Low-Voltage Electric Installations". It must possess general break switches of the differential type and a safety ground network. This work must be done by a professional duly accredited by the DGE (Direcção Geral de Energia General Energy Entity), or by the electricians Syndicate.

Available electrical power to be used is 230/400 Volts – 50 cycles and is provided according to the conditions predicted by EDP (Electricity of Portugal). In case of fault or cut by EDP, electricity will only be provided for emergency exits (exclusion of exhibition and Events circuits).

All electric supply can be ordered using the link: [Click here](#). The deadline for early birds is **Friday 9th August**, any orders made after this date will be subject to a surcharge up to 25%. The deadline for ordering main electrical connections is **Friday 6th September**, any orders made after this date will be subject to a surcharge up to 50% based on early bird prices.

Floor loading

There are restrictions on floor loading. If using an independent contractor be sure to highlight the maximum loading capacity and plan ahead of the exhibition. Please be advised that Sony Square (Affiliate Leaders) has a floor loading of 1250 kg/m2.

Height Restrictions

Space Only cannot exceed 4 metres.

Location	Max. Height Restrictions	Max. Floor Loading
AFFILIATE LEADERS (TENTS)	4 metres	1250 kg/m2

Platforms / Ramps

Platforms must be of a strength and stability sufficient to carry and distribute the weight of stand fittings and exhibits with regard to the loading limits of the venue floor. The maximum height of raised platforms is

100mm. Any stage areas/platforms of 800mm and over will be deemed complex and will require structural calculations to be submitted.

Any stand incorporating a platform or raised floor that exceeds 40mm in height must incorporate an access ramp. Stand plans that include steps to a further raised area of 150mm and over will require handrails installed. If you build a ramp the minimum width for the access ramp is 1500mm. The gradient should be no greater than 1:12. Ramps are required to have a gradient that is not too steep for use by pedestrians and wheelchairs. Please consider the design and layout of your stand in the planning stages to consider access onto your stand i.e., by providing a ramp for wheelchair users if you build a platform.

Traps must be cut into platforms to provide access to the electricity and other service boxes in the building floor. Open corners of stand floors and platforms should be splayed, rounded or angled, if not protected by heavy exhibits, to avoid sharp corners and tripping hazards.

Any raised platform on your stand should have a clearly outlined edge. The edge needs to be a contrast from the main floor covering in order to be clearly seen.

Risk Assessment

It is a legal requirement that each exhibitor and contractor undertakes their own risk assessment and fire risk assessment prior to the event, listing the tasks to be undertaken, identifying any significant hazards they present on site, then listing ways to minimise and control those hazards.

Simple advice and forms are provided to help you with your risk assessment. Risk assessment document available [here](#). The risk assessment, method statement and contractor insurance document has to be uploaded to the [Stand Submission Platform](#). The deadline for submission is **Friday 9th August 2024**.

Rigging

Rigging is NOT allowed.

Health & Safety Information

The contents of this section act as a guide only and are not intended to be a complete statement of law or other regulations. Where necessary, further advice can be obtained from the Organisers and the venue's [Technical Regulations](#) which needs to be followed and adhered to.

SBC Events are committed to providing, maintaining and promoting the highest standards of Health, Safety & Welfare at all of our events. All exhibitors and contractors at the event are expected to ensure that they provide a safe place and system of work. Successful safety management requires the commitment, involvement and cooperation of all those on-site at an event.

Following Portuguese law everyone must follow the regulations imposed by Código do Trabalho (Portuguese Working Code). This Regulation contains the provisions by which the government regulates health and safety for workers, time regulation, contracts, labour regulations and employment conditions.

Health & Safety Obligations

As an exhibitor, you have a legal duty of care for the safety of anyone who may be affected by your activities. You are ultimately responsible for all aspects of safety on your stand during the buildup, open period of the show and during the breakdown. Where you contract out the building and finishing of your stand you are still vicariously responsible for the activities of your contractors.

It is your responsibility to ensure you have completed the relevant Health & Safety forms and documents, as described below:

- All exhibitors must complete a Risk Assessment, Health and Safety Declaration and Method statement and the relevant insurance document (for both exhibitors and contractors).

Machines and Tools Onsite

The exhibitor shall equip the installations that must function during the event with the protective devices necessary for the work and accident prevention required by the technical regulations defined for the said installations. The work areas or parts of the machines that may generate a risk of entrapment, cutting, abrasion or projection must be marked with the appropriate warnings and danger signs and must be equipped with protective devices suitable for eliminating the risk. All machines or tools must be equipped with emergency stop devices that allow their operation to be stopped under safety conditions. It is entirely prohibited that the safety devices of the machines are stopped or disconnected to prevent the use thereof during the demonstrations.

- No forklifts allowed inside the tent; pallet trucks are available for use.

The Construction Design Management Regulation

There are many risks associated with the construction and deconstruction of events, there are now enforced controls to ensure that all employees, contractors and visitors are provided with a healthy and safe working environment while onsite.

Everyone on site is responsible for preventing personal injury and damage to property, and to protect everyone from foreseeable work hazards at all locations.

Co-operation and participation of all employees, exhibitors, contractors and subcontractors is essential to obtain high standards of safety practices.

ALL Exhibitors and Contractors must be wearing appropriate clothing. Everyone working onsite during build up is required to wear appropriate footwear and a high visibility vest. Anyone not adhering to these guidelines will be asked to leave the exhibition. Please note that those who do not conform with these rules may be refused entry into the venue.

The Health & Safety at Work Act 1974

This is the legislative foundation for all workplace Health & Safety Regulations. There are a number of areas of the Act which are of particular importance to the management of contract work:

- Provision and maintenance of safe plant and safe systems of work
- Safe handling, storage, maintenance and transport of work articles and substances
- Provision of information, instruction, training and supervision
- Provision of a safe place of work with safe access and egress
- A safe working environment with adequate welfare facilities

These must be maintained for exhibitors, contractors and employees of ANY company working within any premises hired by SBC Events.

The Act places a general duty on employers to ensure the health and safety of people who may be affected by work activities but who are not employees; this includes contractors, temporary workers and visitors on site. General duties of persons concerned with premises to persons other than their employees.

The Management of Health & Safety at Work Regulations 1999

These require additional action to be taken in order to ensure compliance. Namely:

- Requires suitable and sufficient risk assessments to be completed, all significant risks must be identified with suitable and sufficient control measures put in place.
- Appointment of competent persons in health and safety
- Establish and implement emergency procedures
- Co-operation and coordination in shared workplaces
- Provision and sharing of information

Working at Height

A person is working 'at height' if there is a possibility of their being injured from falling, even if they are working at or below ground level.

The Working at Height Regulations refers to 'duty holders': employers, self-employed and employees. This includes all contractors and exhibitors (for example, when accessing areas above floor level to dress stands).

Duty holders' responsibilities are to ensure that:

- No work is done at height if it is safe and reasonably practicable to do it other than at height.
- Ensure that the work is properly planned and organised, appropriately supervised and carried out in as safe a way as is reasonably practicable to prevent anyone falling.
- Plans are in place for emergencies and rescue.
- A suitable and sufficient risk assessment is carried out and the significant findings recorded and acted upon.
- All work at height takes account of conditions that could endanger health and safety.

- Those involved in work at height must be trained and competent.
- The place where work at height is done is safe.
- Equipment for work at height is appropriately inspected.
- The risks from fragile surfaces are properly controlled.
- The risks from falling objects are properly controlled.

Suitable pieces of equipment must be used for work at height. Hard hats must be worn at all times. A ladder of industrial quality must be used (domestic quality ladders are not permitted).