SBC | SUMMIT

24–26 SEPT 2024
FIL, LISBON

Show Regulations
Space Only

SBC SUMMIT 2024

1 August 2024

on

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	Access For	Open	Close
Wednesday 18th September	Hall 1 & 2 & 3 (**ONLY**)	Space only stand build	12:00	20:00
Thursday 19th September	Hall 1 & 2 & 3 (**ONLY**)	Space only stand build	08:00	20:00
Friday 20th September	Hall 1 & 2 & 3	Space only stand build	08:00	20:00
	Hall 4	Space only stand build	20:00*	08:00*
Saturday 21st September	Hall 1, 2, 3 & 4	Space only stand build	08:00	20:00
Sunday 22nd September	Hall 1, 2, 3 & 4	Space only stand build	08:00	20:00
Monday 23rd September	Hall 1, 2, 3 & 4	Space only stand build	08:00	15:00
		Stand dressing only - no construction permitted	15:00	20:00

***Hall 4 will only be available after 20:00 Friday 20th September. The overnight build will take place until 08:00 Saturday 21th September.**

Event Days

Event	Date	Venue	Open	Close
SBC Summit	24th September	FIL & MEO Arena	09:00 (Outside Areas) 10:00 (Halls)	18:00
			Exhibitor Only Access from 08:00	
	25th September		09:00 (Outside Areas) 10:00 (Halls)	18:00
			Exhibitor Only Access from 09:00	
	26th September		09:00 (Outside Areas) 10:00 (Halls)	17:00
			Exhibitor Only Access from 09:00	

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

Event	Date	Venue	Open	Close
Affiliate Leaders	25th September	Sony Square	09:00 (Outside Areas) 10:00 (Halls)	18.00
			Exhibitor Only Access from 08:00	
	26th September		09:00 (Outside Areas) 10:00 (Halls)	17:00
			Exhibitor Only Access from 08:00	

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

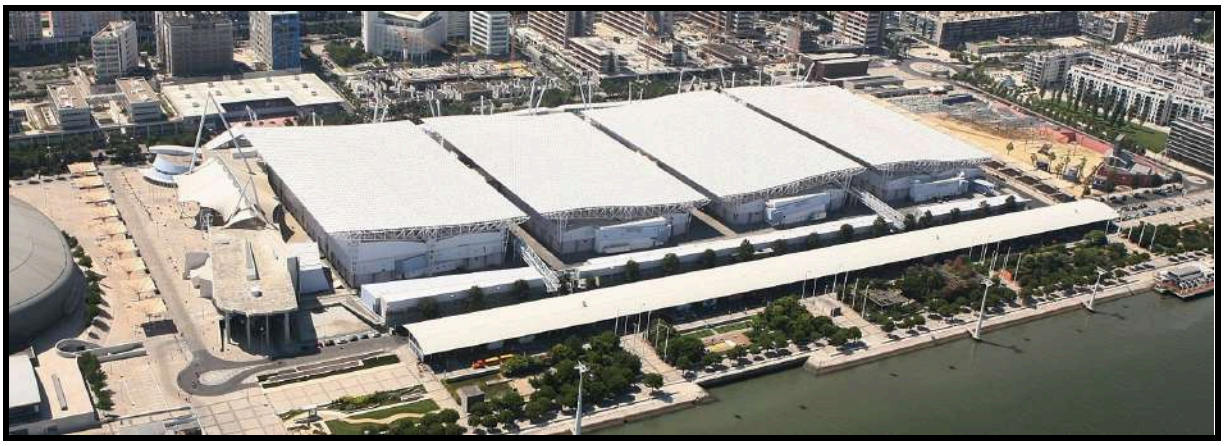
***All stand material and waste must be removed from the hall by 15:00 on Saturday 28th September.**

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.

Venue Information

Venue Name: FIL - Feira Internacional de Lisboa
Address: R. do Bojador, 1998-010 Lisboa, Portugal
Event: Halls 1, 2, 3, 4 & MEO Arena



Venue plan and loading bay

Loading Bay is located in Avenida do Atlântico 19, 1990 Lisbon, Portugal - Parque de Cargas e Descargas.

Information about its whereabouts can be found in the following folder: Click here

Event Passes (Accessing the Venue)

Contractor Load-In and Load-Out

For Build Up and Breakdown **traffic management booking system** please register your preferred booking slot through: Voyage Control booking system. Depending on the location of your stand, you will receive Tier 1 - 6. A different password is sent to each stand builder with their allocated Tier number and password.

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.

Contractor Wristbands

Contractor Wristbands are required by any personnel that will be entering the exhibition during the Build up and/or Breakdown periods ONLY e.g. delivery men or stand contractors. You will be required to register upon arrival before you can receive contractor wristbands from the security team. We do not need the names of the people attending onsite, only the number of people.

Once you arrive at the loading bay, you will need to state the stand number, stand company and build company. Only then will you be provided with contractor wristbands.

Please register the estimated number of contractors to attend onsite via the Event Portal. The deadline to complete the Contractor access form will be **Wednesday 30th August.**

If you arrive onsite to set up before Exhibitor registration is open you will gain access using the contractor wristband. Please note those that have already registered for an exhibitor badge will be able to use these throughout the whole of the onsite period, including build and breakdown - there is no need to request a separate pass.

Contractor Badges

If any stand builders need contractor badges they will need to state this when booking their trailer slot in the Voyage Control booking system, under “Contractor badges”. The maximum quantity of contractor badges per stand is 10.

Contractor badges can be collected in registration and/or Help Desk.

Holding Area

All vehicles must first check-in at the holding area with their Voyage Control pass.

All lorries, artics, and delivery vehicles will be directed to the holding area first and marshalled to the venue from the holding area during build and breakdown. Please do not arrive directly to the venue as it will create traffic and will congest the entrance at the FIL

Driving Distance From FIL:3.2km (approx. 8 min drive)
Location: Praça Gago Coutinho, Lisboa, Portugal (Click here for map)

Supplier Details & Deadlines

Service	General information, links, forms and contacts	Deadline Date
Accommodation	**LEADING -** SBC Summit 2024 accomodation portal available here. For all your accommodation-related queries contact: LEADING team: sbcsummit@leading.pt	As soon as possible
Catering/Alcohol Sale/Supply/Sampling	FoodEventNetwork Please order your catering orders through this form. After reviewing your request, the catering supplier will send a quote upon submission based on type of services you require. Any questions fill out the "Comments & other requests" section at the end of the form: Catering Form For any particular orders email: sbcsummit@foodeventsnetwork.com	Saturday 24th August
Freight Forwarding	**International Lifting and Shipping (ILS)** John Lawson lift@i-l-s.co.uk ILS Portal Password: SBC24	Wednesday 4th September
Hosts & Hostesses/ Promo Staff	Leading For any staffing requirements email: sbcsummit@leading.pt	As soon as possible
Merchandise	**Framme** From event giveaways and materials to branded swag and VIP gifts, SBC's merchandise partner, Framme, helps iGaming brands stand out. Founded in 2011, Framme operates in Europe, North and South America, and Asia. We have extensive expertise in branding and production, with a dedicated team and a digital gifting platform focused on the iGaming industry. We have curated a product collection specifically for SBC Events and our production team is	

	always ready to support. If you can't find the items in our collection, our team can help source producers for your ideas. To visit the store Click Here Contact us at info@framme.com for more information.	
	Media Hut Gareth +44 (0) 115 987 3777 +44 (0) 115 987 4181 gareth@mediahut.co.uk **https://www.mediahut.co.uk**	Friday 9th August 2024
	Recognition Express Steve Bennett +44 (0) 208 241 6989 sales@re-croydon.co.uk https://recognition-express.com	
Photography	**Chris Perry Photography** Chris Perry +44 (0) 7793 837542 chris@chrisperryphotography.co.uk http://www.chrisperryphotography.co.uk	Tuesday 27 August 2024
Printing Company	**Printing Company** Margarida Moreira **mmoreira@sprintonline.pt** https://www.sprintonline.pt/	
Signage & Graphics	**Full Vision** Sam Tanner Director +44 (0) 203 866 4444 +44 (0) 7442 42 42 52 sam@fullvision.co.uk http://www.fullvision.co.uk/	Tuesday 27 August 2024
Stand Package Artwork Submission (Only Standard Exhibition Packages)	**Expose Design** Hayley Marriott Phone: +44 (0) 1403 783297 Mobile: +44 (0) 7977 747576 hayley@exposedesigns.co.uk www.exposedesigns.co.uk/	Friday 9 August 2024
Stand Package Artwork Submission (Only Player Protection, Startup and Media Booth Packages)	**4ForEverything** Marta Valverde +34 688 684 606 sbc@4foreverything.com Submission Portal	Friday 23th August 2024

Official Recommended Stand Build Contractors	**Expose Design** Hayley Marriott +44 (0) 1403 783297 +44 (0) 7977 747576 hayley@exposedesigns.co.uk www.exposedesigns.co.uk/	Wednesday 24 July 2024
	4foreverything Marta Valverde +34 688 684 606 sbc@4foreverything.com	Wednesday 24 July 2024
	Smart Vision Velibor Bulat velibor@smartvision.rs +38 1655 222777	Wednesday 24 July 2024
	242.Group, Turnkey Expos Miguel +356 2703 6646 +356 9903 6646 miguel@242.group www.turnkeyexpos.com	Wednesday 24 July 2024
	ICEBERGEXPO Marc Pajerols +34 678 649 758 marc@icebergexpo.com www.icebergexpo.com	Wednesday 24 July 2024
	Whitespace Jason Richardson 0345 260 5440 jason.richardson@skylinewhitespace.com https://www.whitespacexpo.com	Wednesday 24 July 2024
	The Creative Co. Dan Spender dan@creativeco.uk +44 7722 050 920 https://creativeco.uk	Wednesday 24 July 2024
	Equinox Group Danny Vento +44 (0) 7785 433928 Dannyvento@equinox-grp.com www.equinox-grp.com	Wednesday 24 July 2024
	Symbiosis Vanessa Okell vanessa@symbiosis.co.uk	Wednesday 24 July 2024

	+44 207 039 0101 +44 7956516158 www.symbiosis.co.uk www.doubledeck.co.uk	

Virtual Shop

To access the Services Virtual Shop you will have to contact the client we liaison with from your stand's company. They have the contact details to create a login for the services platform. They will have to complete the following steps.

1. Password generation: Click on this link 4foreverything store and enter the same email address to which you have logged in to the event portal.
2. Automated email receipt: Upon clicking "Generate Password," you will receive an automated email containing a link to customize your password.
3. Customization and access: Click on the link in the automated email to customize your password and enter the virtual shop.

Services	Order Services Platform	Deadline
Early bird deadline (All services below)	**ORDER HERE**	**Friday 9th August** (deadline for early bird prices, after that everything goes up by 25%)
Rigging	**ORDER HERE**	**Friday 23th August** (after this date the inventory is vastly reduced and subject to availability)
Graphics (not stand packages)		
Security	**ORDER HERE**	**Friday 30th August** (after this date the inventory is vastly reduced and subject to availability)
Audiovisuals		
Furniture & Carpets		
Main electrical connections	**ORDER HERE**	**Friday 6th September** (after this day every available item goes up by 50%, based on early bird prices)
Water connection		
Cleaning & Waste disposal		
Internet Cabled		
4foreverything Contact		
Marta Valverde +34 688 684 606 sbc@4foreverything.com		

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.

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:

Below are the requirements regarding the submission of plans:

- 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 Permission To Build Certificate will be provided.

PLEASE SUBMIT THE FOLLOWING FORMS IN ORDER FOR YOUR STAND APPROVAL:
Documents to be submitted to the SBC Event Portal:

- ☐ HEALTH AND SAFETY DECLARATION - Form to be filled in Event Portal
- ☐ INSURANCE DOCUMENT.

Click here for Event Portal

Documents to be submitted to the STAND SUBMISSION PLATFORM:

- ☐ METHOD STATEMENT - Document available here.
- ☐ RISK ASSESSMENT - Document available here.
- ☐ CONTRACTOR INSURANCE
- ☐ STAND PLANS

Click here for Submission

Deadline Submission: FRIDAY 9TH AUGUST 2024

Payment of the Stand Plan Inspection Fee

SBC have appointed Abraxys as our health and safety partner to this event and Abraxys will be reviewing all space only stand plans and supporting health and safety documents, as well as providing an on site Health and Safety Floor Management team. Below is the link to make payment directly to Abraxys for your Stand Plan Inspection fee, via the Abraxys secure online retail site. This fee is to be paid by every exhibitor who has booked a space only stand space and appointed a contractor to design and build/breakdown their stand. This fee also applies to exhibitors if you are designing and building your own stand within a space only site.

SPI PAYMENT STAND PLAN INSPECTION FEE	
POUNDS (£)	EUROS (€)
Click here for Payment Stand Plan Submission Fee GB	Click here for Payment Stand Plan Submission Fee Euros

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- A discounted rate of £175 +VAT for the SPI Fee is available until **9th August 2024**. After this date, the full rate of £300 +VAT will be charged.

Please note VAT is removed from your payment once your EU VAT number is entered.

VAT is also not charged for all countries outside the scope of UK VAT

Space Only Stand Regulations

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.

- **All stands higher than 4 metres are deemed complex.** (This height limit must include the height of any raised platform floors.)
- All stand structures have a height restriction of 6 metres.
- All rigging must be positioned with a minimum of 1m gap from neighbouring stands.
- **Rigging should be rigged at a maximum of 8m. Stand and rigging cannot exceed 8m.** This is measured to the top of the banner/truss from the venue floor level. Truss heights will be checked via laser-measure. Please read more in the *Rigging* section of this manual.
- Double deckers and multi storey stands are ONLY permitted on island stands.
- There are regulations regarding walling 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 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
- 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 the venues rigging points.
- 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 stand construction if plans do not align with venue and/or regulations. New plans will need to be submitted and approved for construction to resume.

Complex Stands

A complex structure is any form of construction of any height, which may require input from a structural engineer. It is the responsibility of the stand designer to determine whether the construction is complex or not. Please note, that the venue reserves the right to deem a structure 'complex' where this has not correctly been determined by the designer. This includes bespoke metal/timber rigged constructions and any element over 4m in height if permitted.

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:

- Stands with a height greater than 4 metres. (This height limit must include the height of any raised platform floors.)
- Double decker stands with two levels that people can access (ONLY permitted on island stands)
- Platforms or stages with a height equal to or higher than 0.50m. Please check more information in the Platforms/Ramps section below.
- 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
- Rigged banners: Bespoke metal/timber banner require supporting structural calculations (Lightweight aluminium/fabric style are not complex)
- The inclusion of large, enclosed areas within a stand.

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

If you are unsure if your stand is deemed complex or not, please contact Abraxys.

Payment Complex Stands

If your stand is deemed complex then you will be required to pay the complex fee in addition to the Stand Plan Inspection Fee, along with submission of your structural calculations report. The structural calculations must be written by your own engineer. The Complex Fee covers the cost of the organisers independent structural engineer, who will review your plans. They will also be on site during the build up phase of the event for final sign off. If you are unsure if your stand is deemed complex, please check with Abraxys before payment.

PAYMENT COMPLEX FEE	
POUNDS (£)	EUROS (€)
Click here for Payment Complex Fee GB	Click here for Payment Complex Fee Euros

- The deadline to pay the complex fee SPI is **9th August 2024**.

Please note VAT is removed from your payment once your EU VAT number is entered. VAT is also not charged for all countries outside the scope of UK VAT.

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.

Regulations

1. 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.

2. Balloons, Glitter & Confetti

Gas and helium cylinders are not permitted in the halls.

Glitter or Confetti is not permitted in the halls.

3. 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.

4. 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.

5. Catering

FoodEventsNetwork will offer you fresh and delicious food, beverages and equipment delivered directly to your stand at your convenience, for use at your own leisure. We highly recommend that you take advantage of their service to offer your guests and potential clients the best possible experience when visiting your stand.

You can order your catering orders through this form. After reviewing your request, the catering supplier will send a quote upon submission based on the type of services you require.

FoodEventNetwork does not hold the right to supply all food and beverages on-site at the SBC Summit

Any questions fill out the "Comments & other requests" section at the end of the form:

Catering Form

For any particular orders email: sbcsummit@foodeventsnetwork.com

6. Cleaning

The basic cleaning service during show days, sweeping the aisles overnight and emptying trash bins is carried out by FIL - Feira International de Lisboa.

Additional cleaning (vacuuming, washing, cleaning glass and vertical surfaces, etc.). can be ordered using the link: Click here.

We offer preliminary cleaning and daily cleaning. Preliminary cleaning provides a cleaner the night before showtime for the most basics aspects of your stand (remove plastics, materials, clean tables, furniture, empty trash bins...). They assist in getting your show ready for Tuesday morning. If you opt for daily cleaning, you will be provided a cleaner every night during show days. They are not dedicated cleaners, their aim is to clean the stand for it to be ready for the next day. Daily cleaning will come a total of three times to your stand to clean thoroughly.

Waste removal is for the waste left by the construction of the stand. See boards, metal remains, etc. A garbage container will be provided next to the stand and will be taken away before showtime.

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 Permission To Build Certificate to build can be provided, a declaration must be signed declaring a plan for cleaning and waste management has been approved prior to the start of the event.

7. Deliveries

Deliveries for SBC Summit should be received no earlier than 12pm on Wednesday 18th September. If you would like to deliver before that date, check below the advanced warehouse service by ILS.

The venue will not allow the show to open if vehicles are blocking fire exit routes and trolleys are not permitted on the exhibition floor during open hours in consideration of public safety.

If you are expecting goods to be delivered by courier, please ensure that they are aware of the dates of the show and hall opening times. Deliveries made before the show is in tenancy will not be accepted by the venue.

Arrange shipment to venue address:

Name
Stand name & number
SBC Summit 2024
Feira Internacional Lisboa
Rua do Bojador
Parque das Nações
Lisbon, Portugal 1998-010

Please ensure that you include your name, company name, stand number and contact details to the parcels. SBC cannot take responsibility for deliveries and cannot speak to your courier on your behalf.

Please refrain from using courier companies when sending your goods to the venue. The Organisers cannot be held responsible for any goods held up at customs due to the use of alternative shipment companies. SBC cannot receive any deliveries on behalf of exhibitors.

SBC Summit official forwarder and courier - International Lifting and Shipping (ILS)

ILS Portal

Click here to be redirected to the portal
Password: SBC24

- International Freight
- Domestic Transport
- Customs clearance
- Unloading & Reloading
- Empty case storage
- Medium/Long Term Storage
- Courier Services
- Advanced warehouse

ILS has an advanced warehouse service. ILS will receive goods at the warehouse up to 2 weeks prior to the event. Please go directly to ILS to book this service. Be aware the deadline is Wednesday 4th September 2024. Warehouse will be open from 9am - 4pm Monday - Friday.

8. 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.

9. 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.

10. Empty Packaging Services

There is no right of storage of empty packing cases in the halls or onsite. We recommend you contact ILS for any requirement of onsite storage.

Contact Information:

International Lifting and Shipping (ILS)
John Lawson
lift@i-l-s.co.uk

11. Enclosed Spaces

Doors to enclosed spaces must include a vision panel and must open in the direction of exit. Therefore doors must not be placed on the gangway edge, unless the door is built into a recess so that the open door remains fully within the stand space and the gangway remains unobstructed.

Maximum capacity for enclosed rooms is 60 people with one door. Thereafter, a minimum of two doors are required, sited remotely from each other.

All rooms (kitchens, store rooms, meeting rooms) that are deemed enclosed and are 15sqm or larger installed on a stand must have an installed smoke detector with a sounder element. Doors may not open onto gangways.

12. Double decker (Multi-Storey Stands)

Double deckers and multi storey stands are ONLY permitted on island stands.

Assembly of stands that include the construction or a second floor must have detailed technical drawings and structural calculations. Please check the Stand Submission Requirements above.

The usable area of the second floor of the venue, as well as the decorative elements that measure over 3m in height, must stand back from the perimeter of the stand at least 1.5 m.

Please note: Double deckers and multi storey stands are NOT permitted in between the halls/ pavilions.

13. 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.

14. 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. Current floor loading capacity of Hall 1, 2, 3, and 4 is 2000 kg/m2.

15. Height Restrictions

Space Only that exceeds 4 metres (This height limit must include the height of any raised platform floors) will be deemed as a Complex stand. Space Only cannot exceed 6 metres.

Please keep in mind the following. On the roof of the pavilions there is a metallic grid allowing the assembly of suspensions and the floor has duly equipped technical gutters.

Location	Max. Height Restrictions	Max. Floor Loading	Double deckers	Rigging
HALL 1, 2, 3 & 4	6 metres	2000 kg/m2	Permitted	Permitted
Outside areas between halls	3 metres	NO RESTRICTIONS	Not allowed	Not allowed

16. Insurance

It is essential that you take out adequate employee and public liability insurance against personal injury, damage to or loss of exhibits, etc. For SBC Summit you require cover no less than 2,000,000€ employee and public liability.

Exhibitors must ensure safe keeping of their products in the times stated above, and possess a specific insurance policy made up specifically for their participation in the exhibition, which should cover all situations of robbery and theft.

Exhibitors are advised to have insurance during the show days. Stand Builder insurance will not cover your staff/ personnel whilst the show is live. You should have your own exhibitor insurance and make sure it's valid during show days. It is the exhibiting company responsibility to ensure insurance is in place during the event. It is advised, but not compulsory, to submit your exhibitor insurance through the Event Portal.

Exhibiting at the SBC Summit does not mean you have insurance within the premises of your stand. You should have your own insurance in place.

Stand builders and contractors are required to have adequate insurance during build and breakdown times. The event organisers must see a copy of the stand builder insurance document before you will be permitted to build your booth. The contractor insurance document has to be uploaded to Stand Plan Submission Platform. The deadline for submission is **Friday 9th August 2024.**

17. Internet Access & Connections

An official event Wi-Fi network is provided for your internet connectivity needs, available to all attendees and throughout the entirety of the venue(s) except where stated otherwise. This Wi-Fi has a limited range and bandwidth that will support exhibitors and attendees in messages and video calls. Exhibitors are recommended to order a separate cabled connection to support their showcasing products that rely on internet and avoid slow and/or failing connection.

This internet port will be open therefore the security option will be able to allow the viewing of gambling sites.

All internet access and connection supply can be ordered using this link .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 cabled internet connection is Friday 6th September, any orders made after this date will be subject to a surcharge up to 50% based on early bird prices.

To generate a login and check more official supplier services go to the Exhibitor Services Platform section.

A note on Wi-Fi connections

Any unauthorised hotspots or unofficial networks are strictly prohibited in accordance with our terms and conditions.

- Examples include: Portable Hotspots, personal MiFi devices, and Wi-Fi-enabled iOT Beacons.
- The use of external networking equipment, including routers, switches, access points, and MiFi devices, is not allowed. Our venue is under constant surveillance, and any unauthorised devices will be disconnected immediately upon detection.

18. Lost Property

Any property found should be handed to the event Help Desk. After the event, the organisers can be contacted at events@sbcgaming.com.

19. Noise Control

Exhibitors and contractors are obliged by law to reduce the risk of hearing damage to employees to the lowest level reasonably practicable. In all cases, the maximum noise level admitted in the exhibition area shall never exceed sixty (60) dB.

To ensure that the show is not disturbed please keep music and noise at a level where your fellow neighbours are able to hold conversations and take phone calls. The noise limit will be reinforced throughout the show and no exceptions shall be made. After 16:30 we will be more lenient, provided the noise level does not disrupt the surrounding stands and/or the attendees.;

20. 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 500mm 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.

21. 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 Stand Plan Submission Platform. The deadline for submission is **Friday 9th August 2024.**

22. Rigging

Please submit all your rigging plans to sbc@4foreverything.com before submitting stand plans. This is

- Hanging banners above your booth are permitted in the exhibition, for stands bigger than 5m x 5m or over 25 sqm.
- No hanging banners are permitted if the stand is smaller than **25sqm**
- All banners must not exceed the dimensions of your stand.
- All rigging must be positioned with a minimum of 1m gap from neighbouring stands.
- **Rigging should be rigged at a maximum of 8m. Stand and rigging cannot exceed 8m.** This is measured to the top of the banner/truss from the venue floor level. Truss heights will be checked via laser-measure.
- All rigging must be reviewed prior to build.
- Banners made out of metal/timber materials require supporting structural calculations.
- All materials used must be certified as compliant with European Union regulations.The number of points depends on each type of structure and the loads specific to each hall. When a hoisting system (block-and-tackle or powered hoists) is used, an additional safety cable is mandatory and must be used.
- Powered hoist or block-and-tackle hoists must be anchored to the structure in a vertical position and must be used with slings attached to the structure and a shackle attached to the engine.
- The maximum heights for suspended elements indicated by the management of each event must be complied with.
- All suspended wooden elements must be securely attached to a European Union-approved structure in such a way that the loads are evenly distributed. The anchor points or hoists will be attached to this approved structure.
- As well as the structure type and load-bearing capacity of each hall, the distribution of weight throughout the structure must be considered when deciding the number and location of anchor points for suspending it.

- The maximum weight you can hang from each point is 150kg.
- Rigging is not allowed in between pavilions/halls.

Rigging **must** be ordered by emailing sbc@4foreverything.com or 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 final deadline for ordering rigging services is **Friday 23rd August**, no rigging orders will be accepted after this date.

23. Security

Security is provided for the show throughout build up, open periods and breakdown.

Please do not arrange for goods to be delivered to the hall before 8am on Monday 23th September. Please assist us by wearing your exhibitor pass at all times. Entry to the hall will not be permitted without a pass.

Please take account of the following security advice from the venue:

- Make contact with the exhibition security company for advice on how to secure the items on your stand.
- Take home any valuable items each night if there are no secure storage facilities on site.
- Do not leave your stand unattended at any time during build-up, the open period or the pull-out of the show. Do not leave the hall until all visitors have gone each evening.
- Do not position desirable items at the front of your stand, where you may not be able to keep an eye on them.
- Ensure you have enough staff, so that the stand is not vulnerable to thieves and do not ask a neighbouring exhibitor to watch over your stand while you go for a break. They may become busy and not be able to keep an eye on your stand.
- Remove all portable or valuable items from the stand on the evening the show closes. Do not leave them until the following day for collection.
- Arrive in time for the show. Ensure your stand is staffed at least 15 minutes before show open time each day, but remember that the hall is open from 0800 hours.
- Use a lockable cabinet to store your personal possessions during the show open hours. You should be able to hire one from the appointed furniture company.
- Use a night sheet. If you have a shell scheme stand, you should be able to hire one from the stand fitting company.
- Hire an alarm for your stand if you are exhibiting valuable or portable items.
- If you are a victim of theft please report it immediately to the security staff.

All security 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 security services is **Friday 30th August,** any orders made after this date will be subject to a surcharge up to 50% based on early bird prices.

Check the Exhibitor Services Platform section for more official supplier services.

24. Smoking

Smoking is not permitted in the venue at any time, in accordance with legislation. External smoking areas are provided. If you are a smoker, please consider others and use only the designated areas; this includes the smoking of electronic cigarettes.

25. Special Effects

If you are planning to use any special effects on your stand, you must inform the organiser as soon as possible. Special effects include lasers, strobe lights, pyrotechnics and smoke machines. The information which will be required includes a risk assessment and full details of the operator and manufacturer. Certification from an independent specialist may also be required.

Any cost involved will be the responsibility of the exhibitor.

26. Staff Personnel/ Hosts and Hostesses

Any advertising and promotional content must adhere to the “Código de Práticas Legais em Matéria de Publicidade” of the Câmara de Comércio Internacional (Code of Legal Practice in Advertising Matters).

Please feel free to hire promotional staff for your stand at SBC Summit. Promotional staff are permitted to walk around the exhibition and networking areas. Please note that they are not allowed to hand out any promotional material in the conference rooms. Promotional drops are also not permitted in conference rooms or networking areas, and these will be removed onsite. There is a fee for model passes that will have to be paid before the event begins.

27. Storage

Storage is not permitted behind stands or in void areas of the hall for fire safety reasons. Stand packages include a lockable cabinet. The exhibitor takes responsibility for any items left in the stands. SBC does not take responsibility for any misplaced or missing items left overnight.

International Lifting & Shipping will be managing the storage at SBC Summit Lisbon. If you require storage please complete the lifting and handling order form. For any questions please contact John Lawson.

Contact Information:
International Lifting and Shipping (ILS)
John Lawson

lift@i-l-s.co.uk

28. Trailer Parking

All lorries, artics, and delivery vehicles will be directed to the holding area first and marshalled to the venue from the holding area during build and breakdown. Please do not arrive directly to the venue as it will create traffic and will congest the entrance at the FIL

Driving Distance From FIL:3.2km (approx. 8 min drive)
Location: Praça Gago Coutinho, Lisboa, Portugal (Click here for map)

29. Trolleys

Trolleys are not provided at the venue, so please bring your own if you need one to deliver goods to your stand. They are only permitted on the exhibition floor outside show open hours for the safety of visitors.

30. Vehicles

If you are displaying a vehicle on your stand, specific regulations apply. Please liaise with the organiser regarding delivery and collection times, as this will need to be planned carefully around the construction and dismantling of stands.

Vehicles with combustion motors used as exhibition articles in closed spaces must have their tanks filled with only the minimum amount of fuel necessary to access the space of the stand and to be able to leave it until the event ends. Vehicles cannot be started during the event show days unless the specific regulations thereof expressly authorise it.

In terms of the technical viability of the project, the costs of carrying out the authorised installation shall be charged to the exhibitor.

31. Walling

It is the responsibility of the stand owner to complete walling and not the neighbouring companies responsibility.

- All ground based constructions must be completely free standing. It is not permitted to have any ground based walling supported via the venue's rigging points.
- Walls above 2.5m which overlook adjoining stands must be finished neatly to the satisfaction of the Organiser, in a plain and neutral white colour with no advertising or branding
- Wall panels that face open gangways must be decorated with display graphics and not be left plain.
- All Space Only stands must provide their own solid back wall and / or side wall if they want walling. Use of existing venue wall or neighbouring stand wall will not be permitted
- Stands that neighbour Shell Scheme stands are not permitted to attach any materials to the Shell Scheme

32. Water Services

If you require water for your stand we suggest taking precautions and planning your execution. You are not required to use our dedicated services but you will need a professional contractor to complete risk assessment and build of the service.

All water 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 is **Friday 6th September**, any orders made after this date will be subject to a surcharge up to 50% based on early bird prices.

Check the Exhibitor Services Platform section for more official supplier services. Please note: Compressed air is not allowed.

33. Waste Disposal

The exhibitor is responsible for disposal of all accumulated waste both during the event and during construction and dismantling. Waste disposal must be performed by the exhibitor or their appointed representative in accordance with the waste facilities ordered.

The appropriate measures for the separation of recyclable materials must be carried out. Substances which could cause a health risk or contamination of water, such as oils, paints or emulsions, must not be discharged into the sewage system. Remove sharp objects from the waste as it could be harmful to the surrounding environment. Be mindful when disposing of building equipment (nails, screws, tools…) these could harm someone during waste disposal.

We offer preliminary cleaning and daily cleaning. Preliminary cleaning provides a cleaner the night before showtime for the most basics aspects of your stand (remove plastics, materials, clean tables, furniture, empty trash bins...). They assist in getting your show ready for Tuesday morning. If you opt for daily cleaning, you will be provided a cleaner every night during show days. They are not dedicated cleaners, their aim is to clean the stand for it to be ready for the next day. Daily cleaning will come a total of three times to your stand to clean thoroughly.

Waste removal is for the waste left by the construction of the stand. See boards, metal remains, etc. A garbage container will be provided next to the stand and will be taken away before showtime.

All waste removal 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 is **Friday 6th September**, any orders made after this date will be subject to a surcharge up to 50% based on early bird prices.

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.

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.

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).

Emergency Procedures

Please ensure that you are familiar with the procedures to be followed in the event of an emergency at the venue.

- Stay calm. Help others keep calm. Do not scream.
- If you detect or are informed of an emergency situation, you must immediately notify a security guard or any other FIL staff member, indicating the location and dimension of the accident or in alternative, activate the nearest alarm.
- Heed the instructions of the Security/Safety Organization.

Identified in the below image are the locations of the three existing Meeting Points which are:
PE 1 – Public Area located south– Rua do Bojador
PE 2 – Public Area next to West entrance - Alameda dos Oceanos;
PE 3 – Public Area next to TIR Gatehouse– Avenida do Atlântico.

