

**The National Exhibition Centre
International Convention Centre
NEC and NIA Arena**

Rules and Regulations

Part 6 - Pipework Stand Installations and Mains Supplies

To be observed and performed by all Licensees, standholders,
exhibitors and other sub-licensees and their contractors,
sub-contractors, agents and servants

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

Date: July 2008

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 Company

Part 6 - Pipework Stand Installations and Mains Supplies

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Part 6 - Pipework Stand Installations and Mains Supplies

Stand Installations

601. Conditions

a. Regulations

All pipework installations on stands, features, displays or exhibits shall comply with:

(1) National Exhibition Centre Self-Regulating Process Handbook

The New Blue Book (National Exhibition Centre Self-Regulating Process Handbook)" contains guidance documents (Approved Documents) for the purpose of providing practical guidance in complying with the requirements of Regulations.

The New Blue Book is available to download from the NEC Group website:

<http://www.necgroup.co.uk/organiser/RulesAndRegulations.asp>

(2) Relevant Service Regulations

- Water and drainage - Severn Trent bylaws
- Gas - Gas regulations
- Compressed Air - in accordance with recommendations of the Chartered Institute of Building Services Engineers

(3) Special Requirements

Any special requirements of the Authorities.

(4) Health and Safety at Work

The Health and Safety at Work, etc., Act 1974 and subsequent amendments and regulations made thereunder.

(5) Company

The Company's rules and regulations contained herein.

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

b. Responsibility

The Company will not accept responsibility for:

(1) Delays

Delays in connecting installations found unsatisfactory or when insufficient time has been allowed for checking.

(2) Faults

Any faults discovered in installations after checking and connection by the Company.

602. Pipework Contractors

a. Selection of Contractors

Generally the Company does not place any restrictions on the selection of contractors to carry out pipework installation work on stands. When requested, the Company, or its nominated contractor, will quote for and carry out installation work on a stand(s). The Licensee is responsible for ensuring that the contractor observes these Rules and Regulations.

b. Restrictions

In Hall entrances and all other areas within the Premises but outside the Halls pipework installation work affects and might damage the fabric of the building and all such stand pipework installation work shall be carried out by the Company or its nominated contractor at the cost of the Licencee.

c. Exemptions

Exemptions to sub-paragraph b. above will only be permitted following prior agreement in writing by the Company's Group Operational Services Manager.

603. Use of Floor Ducts and Service Tunnels under the Hall Floors

a. 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 hired floor space. Access to and use of the floor ducts is limited to employees of the Company, or contractors employed by the Company, for the purpose of installing main piped services and electrical supply cables.

b. Limited Use

The Company will in exceptional circumstances 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 Company's Group Operational Services Manager and that such use has been agreed in writing prior to the commencement of the Licence Period. Provision of this service will incur an extra cost.

c. Access

No person shall enter the service tunnels, switch rooms or other service areas under the Hall floors without permission in writing from the Company's Group Operational Services Manager or his nominee.

604. Installations on Stands

a. General

(1) Pipework

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

(2) 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.

b. Water

(1) 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.

(2) Pipework

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

(3) Direct Machine Connections

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

c. Drainage

(1) 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 75 mm deep.

(2) Machines

Direct drainage connections from machines are to The NEC waste supply.

d. Compressed Air

The use of rigid plastic pipework shall not be permitted. Stand installations shall be made using metal pipework or flexible plastic/nylon hose.

e. Gas

Gas installations may only be carried out by appropriately certified and registered gas fitters. All installations shall conform with all gas safety standards and regulations. An appropriate test certificate shall be issued for each installation and piece of equipment. No gas main connection will be made unless adequate provision has been made for the removal of exhaust fumes. Orders for gas mains cannot be accepted on site.

605. Discharge of Water onto Hall Floors

All exhibits and ancillary equipment containing water shall be carefully drained down at the end of an exhibition, in such a way that water is not discharged onto the floor of the Halls. Any costs involved in dealing with water discharge onto the floors of the Halls, or into the service ducts, or any damage caused to mains services in the service ducts or tunnels under the Halls by the discharge of water, will be charged to the Licensee.

606. Discharge of Noxious Waste

a. 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 wastes of these types are to be submitted to the Company who will make arrangements for their disposal at the cost of the exhibitor.

b. Cost of Repairing Damage

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

607. Bathing Pools, Ponds and other Large Vessels

See also NEC Guidance Note 9.6 Water & Water Equipment

a. Details

Full details of all vessels containing 250 litres (55 gallons) or more of water or other liquids are to be submitted to the Company for approval at least six weeks before the start of the Licence Period.

b. Bunding

Event features involving water containment, such as swimming pools etc must include provision for spillage protection, in the instance of a swimming pool this must include bunding arrangements to 110% of the pool.

Suitable precautions, such as a sterile zone, must be in place to protect pools from collision, tampering or malicious damage.

c. Drainage Provisions

All vessels of this type containing water are to be fitted with either a connection in the base to a waste pipe ordered from the Company or a suitable connection incorporating a pump connected to a waste pipe ordered from the Company. This is to ensure that means are always available to easily drain down the vessel in case of emergency and at the end of the exhibition.

d. Filling

The Company will undertake to fill and empty vessels by means other than piped water supply and drain where the construction of the vessels will not permit the fitting of pipework. The cost of such work will be charged to the Exhibitor.

e. Prior Arrangement

Enquiries regarding the supply of water and draining down of vessels of any type must be made to the Company's Group Operational Services Manager at least six weeks before the start of the Licence Period. The provision of this service will be charged by the Company to the applicant, who will be advised of the cost before the work is put in hand.

Mains Supplies

608. Pipework Services Supply

a. Right of Supply

All water, natural gas and compressed air supplied and drainage discharged on the Premises shall be through the mains supplied by the Company.

b. Standard Supplies

(1) Water

Domestic mains water is supplied through a ½" pipe at a pressure of approximately 6 bar (90 psi). The maximum capacity from this supply is 0.3 litres per second (4 gallons per minute). Larger supplies are available by quotation.

(2) Drainage

Drainage is removed through a 1½." hose with adequate capacity to accept the discharge from a standard water supply. Larger drains are available by quotation.

(3) Natural Gas

Natural gas is supplied through a 1" pipe at a pressure of 22 mm Hg (12" wg) and has a calorific value of 8,900 kilocalories per cubic metre (1013 btu per cubic foot). The maximum capacity of the supply is 2.5 litres per second (300 cubic feet per hour). The Company will provide larger supplies by quotation. Gas requirements must be ordered one month prior to first day of build up.

(4) Compressed Air

i) Standard Supply

Compressed air supply is through a ¾" pipe at a pressure between 5 and 6 bar (75-90 psi) subject to normal control fluctuation. The maximum capacity of a supply is 6 litres per second (80 cubic feet per minute) of free air.

ii) Quality

The compressed air supply is of industrial quality, containing normal levels of contamination from oil, water and particulate matter. Users requiring pure

compressed air shall supply their own filtering, drying and regulating equipment to obtain the quality of air required.

c. Load Limitation

The Company, at its own discretion, will limit the quantities of piped services supplies where, in the Company'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 Licensee 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 exhibition, the Licensee should discuss this arrangement with the Company prior to the final allocation of stand space to exhibitors and should endeavour to conform to any rearrangement required by the Company.

d. Non Standard Supplies

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

609. Mains Supply Pipes

a. Supply and Installation

All mains supply pipework from the Company'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 Company.

b. Termination

Each supply hose will be terminated with a stop cock or valve or bsp threaded connection the same size as the hose. Drain hoses will be terminated with an open-end 1½" bsp coupling.

c. 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 Company by the agreed date (see paragraph 610. below). Before occupying the stand, exhibitors and their contractors must check with the Company that the supply pipes have been installed and, if not, shall only occupy areas of the stand site permitted by the Company until such time as the supply pipes are installed.

610. Ordering of Pipework Mains Services

a. Placing of Orders

Mains supply pipes shall be ordered from the Company by the Licensee, plumbing contractors, exhibitors or their nominated representatives using procedures and at charges for standard supplies agreed between the Company and the Licensee. Orders will only be accepted when made in writing. The standard NEC mains order

form is the required method for placing orders. Copies of the form are available from the Company and should be included in the Licensee's Exhibitor Information Manual. On site orders for gas mains cannot be accepted.

b. Deadline for Orders

Orders for mains supply pipes shall be placed with the Company not later than four weeks prior to the commencement of the Licence Period.

c. Late Orders

(1) Completion

The Company will not guarantee to complete orders received after the deadline, prior to the opening of the exhibition. In any event, priority will be given to the completion of those orders placed before the deadline.

(2) Procedure

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

(3) Surcharge

Orders for main supplies received by the Company after the deadline will be subject to a 20% surcharge.

d. Payment

The Company reserves the right to refuse to connect a supply until payment has been received.

e. Routing and Termination Positions

All orders should indicate specific positions required for termination and routing of main 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 Company. The Company accept no responsibility for any costs involved in relocating a supply pipe or altering stand fittings, or stand pipework installations unless an adequate location plan for the supply pipe is submitted with the order.

The main(s) pipe(s) shall be brought onto 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 Licensee and adjacent stand holder have given their prior permission.

Note: Persons responsible for designing the layout of stands, including the pipework installation on stands, should acquaint themselves with the location of the underfloor 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 exhibition issued by the Licensee. The contractor providing the stand fittings must make sure that any mains pipes within the stand area are located

safely and to the satisfaction of NEC or the supply will not be provided. Ramping of services in gangways is prohibited.

f. Alteration to Orders

(1) 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 Company as a late order and will be subject to a 20% surcharge.

(2) Rating

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

g. Cancellation of Orders

Cancellation of orders will only be accepted by the Company when made in writing. Where such written cancellation is received by the Company 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 thereafter at the full rate. If a supply is ordered and not cancelled in writing, then the supply will be charged at full rate.

611. Time of Operation of Pipework Services

a. During the Build-Up

During the build-up period of an exhibition, supplies that have been checked for safety and connected will normally be usable subject to time constraints.

b. During Exhibition

Supplies are available during the opening hours, until the close of the exhibition.

c. During Breakdown

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

d. Stand Isolation

All stand installations not requiring continuous supply shall be isolated by the exhibitor, using the valve or stop cock, as soon as possible after the close of the exhibition each day.