

TERMS AND CONDITIONS 2025

ALCOHOL CONSUMPTION

Alcohol consumption during build-up and break-down is strictly prohibited in the exhibition hall. Drug use is strictly prohibited for the entire tenancy. Anyone found in violation of this may be ejected from the venue.

DAMAGE AND LOSS

Neither EMAP nor Miami Beach Convention Center are responsible for damage or loss of any properties introduced by the exhibitors and/or their agents/contractors. Exhibitors are especially warned that the exhibits are the sole responsibility of the exhibitor to whom they belong.

Exhibitors should arrange their own insurance against all risks. The strongest possible precautions against pilferage should be taken at all times.

DILAPIDATIONS

Exhibitors are advised that no fixings can be made to any part of the premises. This includes nails, bolts and screws. Any carpet tape must be removed from the show floor. Any damage to walls, columns or other parts of the premises will be required by Miami Beach Convention Center to be made good at the exhibitor's expense.

The organisers will inspect every site before and after the construction of stands. In their own interests, exhibitors should satisfy themselves as to the condition of their site(s) before and after stand construction and clearance.

DISTRIBUTION OF PROMOTIONAL MATERIAL

Exhibitors are reminded that all business including the dispensing of literature and promotional material must be conducted from stands. Exhibitors are not permitted to hand out leaflets etc. at the entrance to the event, in the gangways or any other part of the exhibition hall unless written consent from EMAP is obtained.

Please note we discourage printed/physical leaflets for sustainability reasons.

Solicitation on the premises of the event is strictly prohibited. Solicitation or canvassing of any visitors or exhibitors by representatives of any organisation not exhibiting will be deemed to be in breach of show terms and conditions. Any persons engaging in such activities will be asked to leave the premises immediately. Videotaping and photography are not allowed on the exhibition

hall floor or in the conference rooms without prior written approval of show management. EMAP reserves the right to refuse entry.

EQUALITIES & DISABILITY DISCRIMINATION ACT

The Organisers endeavour to provide all visitors with the same opportunities.

Exhibitors should be aware that they also have obligations under the UK Equalities Act 2010 because exhibitors are considered service providers. Service providers are required to make changes, where needed, to improve service for disabled customers or potential customers. There is a legal requirement to comply with the Act to ensure disabled people are not treated less favourably than people who aren't disabled, which include:

- Reasonable adjustments must be made to services and environments so that disabled people can access them
- Inaccessible features must be removed or altered
- A reasonable alternative, or means of avoiding inaccessible features, must be provided
- Delivery of services by a reasonable alternative must be provided

It is important to understand that access for disabled people is not only about physical access to buildings for wheelchair users but also includes access to written information for people with visual impairments and access to the same standard of service for all. Health & Safety legislation should always remain the primary concern whilst making changes under disability regulations.

This list is by no means exhaustive and must be used as a guide only. Further information about The Equality Act 2010 can be found at:

www.homeoffice.gov.uk/equalities/equality-act/

www.direct.gov.uk/en/DisabledPeople/

www.eqaulityhumanrights.com

EMERGENCY GANGWAYS

The gangways used in this venue are the minimum permissible by law. Under no circumstances will exhibits, stand dressings, tables & chairs etc. be allowed to encroach into gangways. Please keep your exhibits inside your allocated stand space at all times.

Doors and gates forming part of an escape shall be provided with a vision panel of clear glazing at sight level and must be hung to open in the direction of escape, clear of any steps, landings or gangways. Where necessary, doors must be recessed so as not to open onto or obstruct the required width of any gangway or other escape route.

Exhibitors who have stands either side of the gangway must not link stands. All gangways must be kept visible and clear of obstructions.

You are not permitted to carpet or use stickers or equipment of any kind in the gangway without permission from EMAP.

EMERGENCY PROCEDURES

In the event of an emergency, please contact a member of security staff immediately or any staff member with a radio, who will be able to inform the operations team. Alternatively, you can dial 911 from any venue phone.

FIRST AID

We have a medical team onsite at Marina Bay Sands. If you require first aid please contact a member of the organiser team located around the hall and Info Point, or the security staff who will be able to assist you.

HEALTH & SAFETY

As event organisers, we have calculated the risks associated with the construction and deconstruction of events and enforced controls to ensure that all employees, contractors and visitors are provided with a healthy and safe working environment on site. We are aiming to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards at all locations.

Cooperation and participation of all employees, trainees and sub-contractors is essential to obtain high standards of safety practices.

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.

EMAP Publishing Ltd. is committed to providing, maintaining and promoting the highest standards of health, safety and 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, as is their legal duty under UK HASAW 1974. Successful safety management requires the commitment, involvement and co-operation of all those on-site at an event.

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 sub-contractors are essential to obtain high standards of safety practices. High visibility jackets must be worn by ALL contractors and Exhibitors as well as appropriate footwear and hard hats. 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 EMAP Publishing Ltd.

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 co-ordination in shared workplaces
- Provision and sharing of information

Your 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, with templates available in the links:

IMPORTANT: All exhibitors and contractors must wear wristbands obtained from EMAP if onsite during build up, please send the completed [Setup and Breakdown Access Required - WAF 23 Form](#) to waf.partners@emap.com. Once onsite your supplier/contractor will be asked to provide their ID and once this has been matched with the form's details a wristband will be provided.

All forms must be submitted by **Monday 6th November**, at the very latest.

Health & Safety Dos and Don'ts

- Accidents

Report accidents or 'near misses' to the Organisers immediately

- Alcohol & drugs

Any person found to be under the influence of alcohol or drugs will be asked to leave the site immediately

- Electrics

Don't mess with your electrics! All electrical installation work must be undertaken by the official electrical contractor unless it has been pre-fabricated off-site

- Fire & Emergency Procedures

Read the Fire & Emergency procedures at the end of this section

- Fire Extinguishers

The venue provides extinguishers based on the number required by the fire officer, don't move them & let us know if you require a specific type of fire extinguisher for your stand

- Ladders

Use the right ladder for the job, fix at a 1:4 angle – be aware of the Working at Height Regulations – please check the working at height section

- Manual handling

Think before lifting / stand as near to the object as possible / bend your knees / keep back straight / grasp the load firmly / lift with your legs / hold the load closely to the centre of your body

- Personal Protective Equipment (PPE)

Wear the right clothes & shoes for what you are doing and the environment you are in. All contractors/exhibitors during build-up must wear high visibility jackets and appropriate footwear

- Staff

Make sure your staff are briefed properly about the risks to be aware of

- Vehicle movement

Be careful when you arrive & are unloading – there are traffic marshals to assist you

- Waste

Don't keep it stored on your stand – it's a fire hazard. Contact the Organisers for disposal

- Weird & wonderful features

Contact the Organisers if you are having a water feature, massage, any special effects, or anything that causes excessive heat or light

- Working at Heights

If you are working at height then please refer to the working at height regulations which can be found at www.hse.gov.uk

- Young persons

Individuals under the age of 18 are NOT permitted during build-up and breakdown.

HEIGHT LIMITS

The maximum build height is **3 meters without a permit**. The height limit can be increased up to 8m, but the exhibitor must have written consent from EMAP and the relevant permits completed. All stands are subject to approval by our appointed health & safety management company, Onsite Exhibitions before any build can commence.

For more information, please contact alan.hazelhurst@onsiteexhibitions.co.uk

INSURANCE

You will need to arrange public liability insurance to ensure that you are protected against any claims should someone be injured whilst on your stand or as a result of your products. Your insurance provider will be able to advise you further on this. You will also need to ensure that you have relevant insurance against loss or damage of your products, as neither Miami Convention Center nor EMAP can accept responsibility for any such situations.

LOST PROPERTY

Lost property should be handed into the Info Point found at on the floorplan. It will be held there until the end of the event.

For any lost property enquires after the event please contact waf.partners@emap.com.

MAINTENANCE & REPAIR OF EXHIBITS

No major maintenance or repair work to stands may be carried out while the exhibition is open to visitors.

Please note that emap and Miami Beach Convention Center is not responsible for maintenance to shell scheme stands. If space-only exhibitors require stand maintenance, it is the exhibitor's responsibility to contact the appointed stand builder to carry out any repair work, which must be at an agreed time with the organisers.

MANNING OF STANDS

Your stand must be staffed and all exhibits must remain displayed during the hours the exhibition is open to visitors. Publicity notices and materials may only be displayed on, and distributed from, the exhibitor's own stand. Please ensure all stand staff are briefed thoroughly.

MATERIALS & STAND DRESSING

Exhibitors and contractors must have test certificates for any materials that they intend to use in the constructions of a stand. For details on materials permitted, please refer to the space-only guide.

As a guide, artificial plants/flowers (except fire retardant silk flowers), flammable paints and fabric backdrops (unless treated) tend NOT to be permitted. For further information or questions, please email waf.partners@emap.com.

MINORS & ANIMALS

Persons under the age of 18 and animals (except guide dogs) are not permitted in the halls at any time during the build-up or break down.

MUSIC & NOISE LEVELS

We understand that due to the nature of WAF, some noise may be necessary to demonstrate products. Please consider your fellow exhibitors and visitors when carrying out demonstrations. Please also ensure to not disrupt any programme streams whilst they are in session.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Please note that when accessing the venue during build-up and breakdown periods, PPE (Personal Protective Equipment) clothing must be worn at all times and is a requirement of EMAP and Miami Beach Convention Center. The required PPE includes high-vis jackets (**only** yellow and orange high-vis to be worn) and protective (steel-toe cap) footwear at all times.

Hard hats must be worn when working at height, and contractors must be harnessed when working at height on a live edge.

Should our health and safety officers deem it safe to relax these rules at a certain point during build-up or breakdown, the organisers will inform you.

Please ensure you are wearing your PPE when you arrive at the venue otherwise access to the halls will not be permitted.

PHOTOGRAPHY

WAF will appoint official photographers to carry out any photography required at the show. No other photographers will be permitted to work within the exhibition without written permission from the organisers.

SECURITY

Whilst every precaution is taken to ensure the safety and security of personnel, equipment and the premises at WAF 2025, the Organisers nor venue cannot accept any responsibility for any injury, loss or damage or any consequential losses which may befall on your personnel and their property.

We recommend that valuables, particularly those of a portable nature such as laptops are **NOT** left unattended on your stand at any time. Please be extra vigilant during build-up and breakdown. If you think you may need storage for a particular length of time, please contact waf.partners@emap.com prior to the event or, if necessary, on site.

Static security guards at venue entrance points will be checking badges and ID's. Patrolling security guards will be roaming the halls to prevent any unauthorised entries.

General Security Tips for Exhibitors

When planning your stand and briefing your staff, please consider and advise them of the following:

- Evacuation procedures – what they should do and where their rendezvous points are – please refer to the health and safety section of this manual
- In the event of an incident at the show or within Miami that results in your team not being able to make it home – please consider a contingency plan – have hotel numbers to hand, taxi details etc.
- Security measures:
 - Never leave your stand unattended
 - Check your valuables: Do you need them all on-site or could some items be left at your home/hotel
 - Laptops – please make sure they are secure and taken out of the venue each evening
 - During the event, be aware of your space – report anything or anyone suspicious to security
 - At the close of the day – tidy and check your stand

For your own bespoke security requirements during the event please contact waf.partners@emap.com.

SMOKING

It is illegal to smoke within the venue (this includes the use of vape pens or e-cigarettes). Smoking points are situated outside the Convention Centre.

STAND - GUIDELINES

Most exhibitors will have booked a **space-only** package, meaning they are responsible for providing their own walls, floorcovering, electrics and furniture. Exhibitors are responsible for their own stand design and construction. No stand fitting or carpet is provided by EMAP on space-only sites.

Generally, you will either be managing this process yourself or employing a contractor to manage this process for you. It is advisable to pass on a copy of this manual to your contractor so that they can order products and services on your behalf and reference the various rules and regulations that exist for space-only stand construction. Stand fitting regulations contained within this section must be observed when planning your stand design and layout.

It is the responsibility of **THE EXHIBITOR** to examine the area and site allotted to you to avoid costly adjustments to stand structures once on site. Where possible, EMAP will provide (on request) detailed stand plots indicating the position of service ducts and pillars. **Please be aware that electricity boxes must be included as part of your stand design and cannot be positioned in the gangways/aisles.** Minor obstructions or height restrictions cannot always be indicated on the plans of the exhibition.

STANDS - BUILDING REGULATIONS

Below are all the stand build regulations for the space-only stands at the World Architecture Festival.

If you are part of a block sharing with other stands, you are obliged to leave access to the

service duct if it falls in your stand site.

Early and Late Working

Please refer to the **show timetable** for the build-up and breakdown schedule.

Your stand must be designed appropriately so that it can be erected and dismantled within the published build-up and breakdown periods.

Subject to security and health and safety consideration, late working may be permitted in the halls only by prior arrangement with EMAP.

If any exhibitors or contractors require to work outside of the published hours, then please contact waf.partners@emap.com to complete the necessary paperwork (please note, this may incur additional charges).

Dividing Walls

On divided sites, you are responsible for erecting and decorating side and back walls facing onto your stand areas to a height of 2.5m. Walls above this height must be clad and decorated on both sides, with the reverse side being decorated from 2.5m upwards by the exhibitor who has them erected. Such walls overlooking adjoining stands must be finished in a neutral plain colour only (no logos or lighting). The minimum height for dividing walls is 2.5m.

Enclosed Stands

*The inclusion of large, enclosed areas within a stand can only be permitted with EMAP's prior written permission. If it is absolutely necessary to close off your stand, you must incorporate exits that lead out into the aisle. If you have a door, this **MUST NOT** open outwards directly onto the aisle. Permission for enclosed stands should be sent to the operations team and will have to be approved by our health and safety contractor.*

To request permission please contact waf.partners@emap.com.

Fire and Safety Regulations

Stand walls and stand must be made from classified fire-retardant materials i.e. as good, or better than wood. Particle board, non-porous fibre board, plywood etc. are all acceptable.

Fire-retardant materials must be approved according to one or more of the following classifications: **SS02 48 21, SIS 65 00 82, Euroclass A1, A2 or B-s1.d0**. Approval certificates must be on hand at the display.

Decorative material, including fabrics, used for stand dressing must be flameproofed or purchased already treated by use of appropriate chemicals. Artificial plants and flowers are combustible and give off toxic fumes, so they are not permitted. Silk flowers are acceptable providing they are fireproof.

Flooring

Please note that space-only stands are not provided with carpet.

All floor coverings must be secured and maintained so that they do not cause a hazard. Nothing may be structurally attached to the floor of the exhibition premises without the written consent of Miami Beach Convention Center. Carpet may only be fixed to the venue floor with approved carpet tape.

All carpet tape must be removed and any charges for the removal of carpet tape left on the floor at the end of breakdown will be passed directly to exhibitors.

Floorplan Layout

In the interests of the exhibition as a wider concept, it may be necessary to remove or alter anything in - or forming part of - any stand.

You can find a draft version on the floorplan [here](#). With a draft CAD version saved within the [Order Forms](#)

Important: this floorplan is subject to change at the discretion of EMAP

Please ensure you display your stand number within your stand so delegates can easily locate you.

Maintenance

Under no circumstances will maintenance work be permitted on stands during the exhibition open hours.

If you need to carry out maintenance work on your stand during the event open days, this must be done after the exhibition has closed. This must be agreed with EMAP by 14:00 on the same day.

Painting

No products containing organic solvents may be used. Examples of such solvents are contact-glue, spray paint, paints with petroleum spirit or thinner as a solvent etc. This applies throughout the entire tenancy period of WAF 2025.

Permits

Permits are required for any outdoor activity and some items of special risk. To find out if a permit is deemed necessary for your proposed activity please contact waf.partners@emap.com.

Risk Assessments & Method Statements

It is your responsibility to complete a suitable and sufficient risk assessment and bring a signed copy onsite. The organisers may request to see a copy during the show and, should an incident occur on your stand, you should be able to produce it immediately for the local authority to investigate.

To assist in the ease of completing risk assessments for your stand, we have provided you with a template, which can be found [here](#).

You can also find some tips for completing your risk assessment forms below:

- Split the event into parts
 - Build up
 - Open days
 - Breakdown

- Think about who is affected by your stand/activities
 - Your staff
 - Your contractors
 - Your visitors to the stand
 - Neighboring stands

- Think about what hazards could be involved to people at the times above
 - Build up – vehicles moving around the halls, lifting boxes, trip hazards, working at height, electrics, stand build etc.
 - Open days – tiredness, influence of alcohol, trip hazards, flashing lights, layout of stand etc.
 - Breakdown – similar hazards to build up but may be worth considering the risks of wanting to get home speedily i.e. rushing, everyone else rushing etc.

- Evaluate the risks
 - Can the hazard be removed completely or done in a different way?
 - If the risk cannot be eliminated, can it be controlled?
 - Can protective measures be taken that will protect the entire workforce on-site?

- Risk Assessment
 - Evaluate the risks
 - Pass on information about the significant risks to those people identified
 - Record what measures you have taken to control these risks.

- Review during and after
 - Try to assess as you go along
 - Anything that you change onsite can be added in for your next event

Signage

Signage and graphics are not permitted to overlook other stands where there is a dividing wall or to overhang gangways.

Storage

No excess stock, literature or packing cases may be stored around or behind your stand. If you need help with storing freight cases, cases or large quantities of packing materials, please contact the official freight and storage contractor, heritage, via the heritage portal or contact information within the manual.

Venue and Local Authority Regulations

All work carried out at WAF 2025 must be in compliance with the regulations of the Venue, Miami Beach Convention Center.

If an exhibitor erects a stand which does not fully conform to guidelines in respects to the requirements of the organiser, venue and local authorities, EMAP reserve the right to alter, demolish or reconstruct the stand at the exhibitor's expense and to make it conform to the regulations and requirements. The health and safety management contractor's decisions are final.

Walling-in Open Sides

Long runs of walling along open perimeters of stands must be avoided. 40% of any open side is permitted to be a solid wall. No more than 40% of your stand length or width may be used for walling of any kind – including solid material, frosted material, draping or translucent material. Where long runs of walling are present along open sides, they must be relieved by display items and not left in plain colours. Any walling exceeding 40% of an open side is must be approved in advance by the organiser.

STANDS - SPECIAL ITEMS OF RISK

Please ensure that the organiser is aware if you will be having any of the following items on your stand:

- Helium or toy balloons or flagpoles exceeding 3.5m in height
- Dangerous or noxious substances including flammable oils, liquids & gases, compressed gases/acetylene/ LPG, also hot surfaces & naked flames
- Working machinery and apparatus
- Motor vehicles in the halls during the open period
- Fairground and other amusements
- Activities on water, also water & water equipment of any kind – including water features
- Laser products
- Radioactive substances
- Closely seated audiences

TERMS OF CONDITIONS

The Partner Manual forms part of the Terms and Conditions that exhibitors agree to on signing their exhibition space contract.

WASTE DISPOSAL

Planning for waste disposal should be a primary consideration for organisers, exhibitors and contractors.

The Organisers have an Unreasonable Waste Policy. The policy states: “waste that cannot be placed into a refuse sack and easily manually lifted is deemed as unreasonable”. Waste materials including carpet, carpet tape, timber, excess

literature etc. must be removed by the contractor or exhibitor and a charge will be incurred to dispose of said items if not removed.

The Organisers will monitor the amount of waste emanating from all stands and will impose penalties if this policy is breached. We strongly urge exhibitors to take ownership of stand and exhibition by-products.

Removal of any waste items, carpet, timber etc. will be chargeable directly to the exhibitor.

WORKING AT HEIGHT

All contractors and exhibitors must avoid work at height where they can and use work equipment or other measures to prevent falls and to minimise the distance and consequences of a fall. Where work at height is necessary, a risk assessment must be carried out to identify the appropriate means of access, e.g. step ladders, zarges, mobile tower scaffold or powered access equipment. The contractor is responsible for ensuring that suitable equipment is used. For more information on working-at-height regulations please visit www.hse.gov.uk.