

### **Hyve appointed contractor regulations**

*All Raw Space/Space Only booth contractors responsible for onsite construction, must agree to the following regulations. In the event that an exhibiting company are intending to build the booth utilising their own staff, this should be agreed by the booth Project Manager. Please sign the Shepard EAC form to agree to these regulations. Failure to do so may result in delays onsite.*

I/We agree to adhere to the following regulations:

1. To read and comply with all the rules and regulations relating to the exhibition, the construction times and all regulations applying to the exhibition premises as outlined in the online manual. A read only link to the online manual is available from Essential Events on request.
2. To read the health & safety section of the online manual and refer to the [IAEE Guidelines](#) for any further information in order to comply with all health & safety requirements for the event.
3. To ensure all persons employed by us, our client and our sub-contractors that come onsite comply with all health and safety requirements for the event.
4. That I am in possession of my company's health and safety policy and confirm our employees have had sufficient training to carry out their tasks safely and competently for the event.
5. That I am in possession of an event specific risk assessment and method statement for the event which will be forwarded to Essential Events and available for inspection on site.
6. That I have checked that our sub-contractor(s) (if applicable) has a suitable and sufficient health and safety policy for the event.
7. That I have checked that our sub-contractor(s) (if applicable) has provided training for their employees to carry out their tasks safely and competently for the event.
8. That I have checked that our sub-contractor(s) (if applicable) has a suitable risk assessment and method statement for the event which is venue and event specific.
9. To comply with all instructions given by the organisers and health and safety officers on site.
10. To refrain from canvassing within the exhibition during the organiser's period of tenancy.
11. To be responsible for and making good any damage which may be done to any property, by any of our employees, howsoever caused.
12. To remove from the exhibition premises, within the time fixed by the organisers, all fixtures and properties brought into or installed in the premises by us. This condition embraces the complete removal of all rubbish, scrap and waste occasioned by the execution of our work.
13. To see that all persons employed by us are provided with the necessary passes and that such passes issued are used properly and carried at all times whilst on the premises. (Contractor passes are not valid during show open hours)
14. To employ only those sub-contractors who agree to conform to the above conditions.
15. To provide our own walling and not use the back of neighbouring booths
16. That no open sides will be walled in more than a third unless otherwise agreed with Hyve Group.
17. That the reverse of all walls higher than 8ft (2.5m) are to be painted/finished to an acceptable standard in hard backed white and not feature any branding.
18. That all flooring for the booth will be supplied by us the contractor, and removed by us.
19. That any rigging will be authorised by Hyve Group prior to being ordered.
20. That all booth fitting materials including flooring and carpet tape will be removed and disposed of by us at the end of the show.
21. To re-submit booth plans for approval if changes are made to the plans after approval has been received.
22. That the booth will not exceed the maximum 13ft (4m) height limit for the show.

23. To construct, dismantle and remove the booth within the allotted time frame as indicated in the timetable in the [Breakbulk Americas 2021 manual](#).
24. To have fully read and understood the [Safe & Secure](#) webpages document.
25. To have fully read and understood the [GRB Guidelines for Operating in Response to COVID-19](#).