AIX & WTCE Two-Storey/ Double Deck Stand Regulations

IMPORTANT - It is the stand contractors' responsibility to ensure that the stand designs submitted can be built safely and on time. No stand construction must take place on **Monday 13th April**. This day is reserved for stand dressing only. Failure to comply with this and the regulations laid out below and in the stand build regulations will lead to your permission to build being revoked and changes to the stand build being undertaken onsite or complete removal of the stand. All items left in the aisle will also be removed, hefty fines will apply and we reserve the right to prevent the stand contractor from building double deck stands on future editions of AIX & WTCE.

All complex structures and double deck structures are subject to a pre-show plan checking process and onsite inspection by Reed Exhibitions appointed structural engineers. Permission to enter the exhibition premises will not be given until the certificate to build has issued by the Structural Engineer and Venue H&S have confirmed.

To avoid additional charges for your client, the **Organsier deadline date** for submission of double deck documents is **17:00 (GMT) Friday 16th January 2026**. This allows sufficient time for the organiser and Ops Squad stand plan team to carry out stand design and safety reviews before venue appointed structure engineer begins their assessment process. Any stands not submitted by this date will result in you and your client being charged a substantially higher rate for the upper deck structure.

Key dates and surcharge rates

Submission to the Organiser (Ops Squad Stand Plan Team):

- All necessary documents must be submitted to Ops Squad for review by **16th January 2026**

Submission to the Appointed Structural Engineer:

- **No surcharge** – for submission received before **9th February 2026**
- **20% surcharge** – for submissions received between **10th February and 23rd February 2026**
- **50% surcharge** – for submissions received between **24th February and 9th March 2026**
- **100% surcharge** – for submissions received from **10th March 2026 onwards**. At this stage, **no Double Deck stand will be approved**.

The very final deadline date for Double Deck stand plan submission at the higher rate is 17:00 (GMT) on 9th March 2026. Failure to submit all the necessary documents will result in you not being allowed to build a Double Deck stand, no exceptions will be made.

Below you will find information regarding Double Deck stand build regulations that must be followed if you plan to build a Double Deck stand at AIX or WTCE.

Please note that this document only covers the specific stand build regulations for double deck stand construction and that other stand build regulations may need to be applied to the design of your stand, full details for which will be available in the Exhibitor & Contractor Manual. This may include regulations specific to enclosed spaces, meeting rooms, physical distancing, stand capacities, ventilation etc.

A Double Deck stand must be contracted with your Account Manager, you must ensure the space is contracted before apply for permission to build a Double Deck stand. To apply for permission, you must send a written request to the Operations team (AIX Ops Team, WTCE Ops Team) on or before **Monday 5th January 2025**.. After this date permission to build a Double Deck stand will not be granted.

Following your written application, the organiser deadline to submit complete documentation is **17:00 (GMT) Friday 16th January 2026.**

Failure to provide suitable information by this deadline will result in the permission to build a double deck to not be granted.

Submissions must contain:

- **Full working drawing**, showing all the build elements including elevations, joint and connection points and in particular –
  - Build heights from venue floor
  - Height, width and depth of staircase steps
  - Dimensions of staircase landings
  - Height and material infills of handrails and balustrades
  - Square metre of upper deck area
  - Travel distance from the furthest point on the upper deck to a position off the stand
  - Glazing details
  - Ceiling details
  - Position and orientation of doors

Also required as part of the submission are:

- **Visuals**
- **Structural calculations and drawings in English** to cover all structural elements on the stand deemed as complex
- **Risk Assessment**, which includes all the activities involved in building a complex stand and clear details of how the risks will be suitably controlled. This can be provided as a separate document if preferred.
  - **Live edge working** must be included.
- **Method Statement**, which includes details of how the structure will be built and in particular how the risk of working on a live upper deck edge will be suitable minimised/ controlled. It must also identify the person(s) responsible for the supervision and onsite for the duration of the build and dismantling periods.
  - You must provide sufficient detail on your build and dismantle timetable to show that you are able to construct the stand safely and to time
- **Approval of Multi-Storey Exhibition Stands Form**
- **Building Supervisor Notification Form**
- **Confirmation of sprinkler system below the upper deck**
- **Live Edge working Policy,** which includes:
  - all the activities involved in building an upper deck structure with clear details on how the risk of live edge working will be suitably controlled.
  - How will workers access the upper deck structure safely during build & dismantle?
  - What measures will be in place to reduce the risk of falls from height from working on a live edge.
  - If providing a temporary barrier please detail exactly what type of barrier and how it will be fixed to the live edge.

The Organisers reserve the right to prevent work being carried out by, or on behalf of, any Exhibitor who has not submitted stand design drawings in accordance with the regulations.

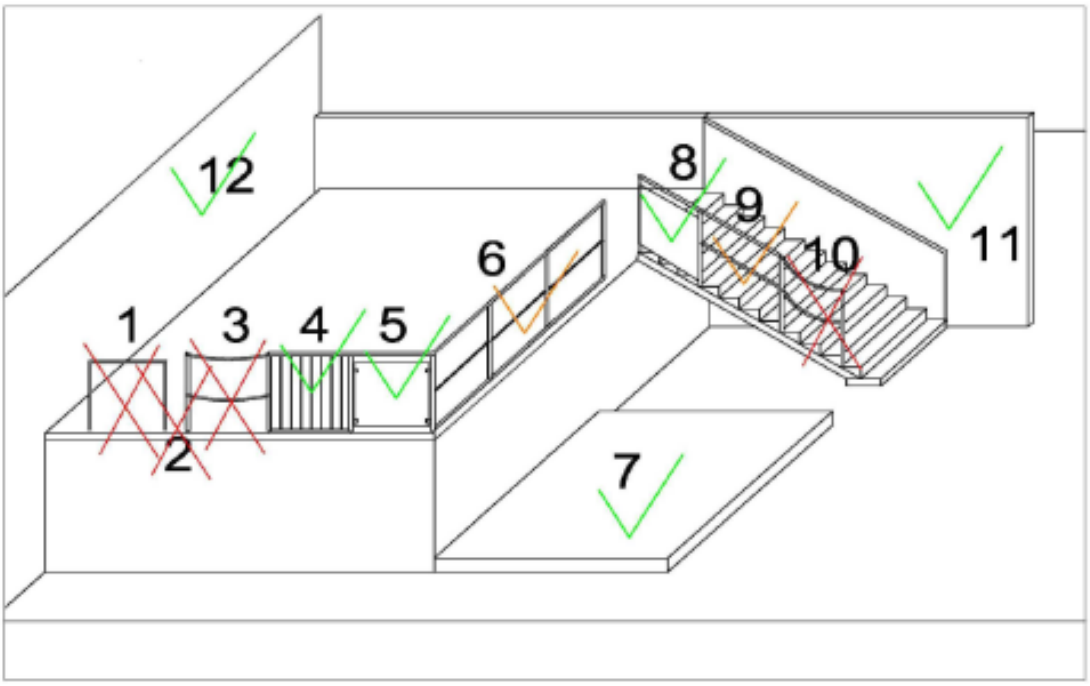
In addition to the regulations below the Stand Build Regulations are set out in the Exhibitor & Contractor Manual and must also be adhered to, in addition to other regulations and guidance.

Balustrades/Barriers

Balustrades or barriers must be provided to protect exposed edges of the upper floor, landings, balconies, galleries and other changes of level over 20cm. They shall:

- Provide guarding to all exposed edges with a minimum height of 1.1m.
- Must be able to bear a horizontal load of 1KN/m.
- Be non-climbable, i.e. with solid infills or vertical guard rails a maximum of 100mm apart and without horizontal members between verticals.
- A toe-board or solid infill must be installed at the floor level of the storey to a height of 0.05m. This is to prevent any objects from falling or being kicked from the edge of the platform floor.
- Railings must have at least a top, middle and bottom railing must be provided.
- The maximum distance between side support to a railing is 12 cm.
- Where the balustrade or barrier to the upper deck is formed from full height glazing a horizontal bar (a "bump bar") must be installed to prevent people leaning on the glass. This must be at a height between 1m and 1.2m from the floor of the upper deck and be able withstand a suitable load.

Sketch for explanation



Legend:		
	1	Not admissible. Too low. Central strut missing.
	2	Not admissible. Distance between elements of barrier is too great.
	3 + 10	Not admissible. Use of ropes as handrails. Does not give safe grip.
	4	Admissible. Posts make it hard to climb over.
	5 + 8	Admissible. Filled space below a handrail with good grip. Harder to climb over.
	6 + 9	Admissible with restrictions. Not admissible if presence of children is to be expected.
	7	Admissible. Low platform up to 20cm does not require barrier.
	11	Admissible. Continuous handrail on both sides of stairs.
	12	Admissible. Rear wall to prevent falling. Please note that evidence is required that it can withstand the load from a group of persons.

Build Heights

The maximum structure height is 6 m above the upper edge of the floor, advertising structures/banners: +8 m above upper edge of floor, suspended lighting: +9 m above upper edge of floor.

Interior rooms two-floor structures and on each floor must have a clear height of 2.30m on each floor.

Building Materials

The load-bearing structures on two-storey booths must be made of incombustible materials with a fire classification of at least F30. The ceiling of the ground floor and the floor of the upper storey must be made of buildings materials which are at least flame-retardant (under DIN 4102 or EN 13501-1).

Ceilings

The tops of all stands must in all cases be open, in order not to impair protection by the sprinkler system.

If your stand;

• is covered by a non-permeable material for more than 50% of the overall stand sqm

• is covered by a non-permeable if more than 30m^2 in total

• has an upper deck

Then you must install a sprinkler system. Sprinkler systems must be connected to the hall system, this can be arranged with the HMC Venue Customer Services Team. Stand sprinkler systems must comply with the standards of the German Insurance Association (VdS), and may be installed by any suitable company.

Ceilings using sprinkler-safe material are acceptable. The material used must be perforated (holes of at least 2 x 4 mm or 3 x 3 mm) and stretched across the top of the stand horizontally, in a single layer. The textile covers should be taut and should not sag. Only flame-retardant materials in accordance with the DIN 4102/B1 norm may be used for this purpose. Test certification corroborating that the material used is flame-retardant and sprinkler-safe is mandatory.

Escape Routes and Travel Distance

Escape routes leading from the upper floor to the perimeter of the stand on the ground floor may be no longer than 20m in length, including stairs. Stairs are to be laid out so that escape routes into the open are to be as short as possible. If the maximum escape route length is exceeded or if the upper floor area is more than 100 sqm, a second stairway must be added in the opposite direction, no more than 20m apart from each other.

The hall must be visible from all rooms on the stand. In exceptional cases an alternative arrangement may be sanctioned, but written approval must be provided by the Operations Team.

Floor Loading

Details of acceptable floors loads can be supplied by Operations Team. Proof will be required that the floor load of supports does not exceed the permissible floor load. The support of any horizontal loads at the foot of joint or frame supports shall in all cases be

demonstrated in the structural calculations. Stairs used by the public must in all cases be designed for a live load of 5.0 kN/sqm.

Glazing

All glazing used in the construction of stands must be safety glass or acrylic glass. There are specific requirements for use of glass in floors, balustrades, walls and ceilings, please refer to the venue guidelines for full details here

Any uninterrupted, large areas of clear glazing shall be indicated with warning stripes, dots, logos etc. Any glass panels or walls positioned along visitor aisles must be made of safety composite glass or acrylic.

Handrails

- A continuous handrail must be provided where there is a change in level over 20cm.
- Every flight of stairs must be provided with a handrail on each side without free ends.
- The handrail should be non-climbable and have a solid infill.
- Double width staircases shall have a central handrail.
- The height of a handrail must be at least 1.1m high.
- Handrails shall be continued as necessary around landings.
- Additional handrails dividing a flight into channels shall not be less than 1m wide and not more than 1.8m wide where the overall width is more than 1.8m.
- Handrails must extend horizontally beyond the top and bottom of a ramped access, or the top and bottom nosing of a flight or flights of steps, while not projecting into an access route. The ends must be designed to avoid injury to persons ascending and descending the staircase and must terminate in a way that reduces the risk of clothing being caught.

Live Edge Working

A Live Edge Working Procedure will be enforced for the construction and dismantling phases where applicable. Live Edge Working will be permitted onsite by the Health & Safety Officer once the control measures described in the risk assessment and method statement and been verified with the construction team when they arrive onsite. Work will be stopped if the construction team are working without permission or if the construction team are found working unsafely and not following the procedures identified in the risk assessment and method statement. Any additional working hours required to make up lost time will be charged at the exhibitors / contractor's own expense.

All Double Deck stands must complete the "Live Edge Working Policy" as part of the stand plan submission process. Please consider adding the support edges onto the upper deck structure at ground level. This is to reduce the risk of falls from height.

Staircases

All stairways are to be built in accordance with DIN 18065.

- Staircases must have a minimum clear width of at least 1.2m.
- The rise of the step must not exceed 0.19m.
- The tread of the steep must not be less than 0.26m.
- Spiral or newel staircases are not permitted
- Stairs shall be arranged in a straight flight without winders (e.g. tapered treads in an otherwise straight flight).

- Each step forming the staircase must be of uniform dimensions, having a regular rise and tread. The riser and going of each step must be consistent throughout a flight.
- Staircases shall consist of a maximum of 16 risers.
- Stairs with more than 36 risers in consecutive flights shall have at least one change of direction.
- Where a staircase is divided into more than one channel, no single channel shall be less than 1 metre wide and an additional handrail must be provided between channels.
- Risers should not be open or should be such that a 100mm sphere cannot pass through any openings.
- The floor area of landings, treads, steps and stairs shall have an even, non-slippery surface.
- A level landing must be provided at the top and bottom of each flight.
- Landings should have a minimum, unobstructed length of 1.2m.
- Doors should not swing across landings.
- All nosings (the edge of each step) should be made clear. For example, by using a different colour or material.

Where the means of access to trailers, boats, caravans and other, similar exhibits is manufactured as an integral part of the product, it may not comply with the above regulations. In such a case an appropriate risk assessment and technical drawings are required.

Other things to consider:

- The stands need to be completed within the Exhibition Timetable. The full Exhibition Timetable can be found in the Exhibitor & Contractor Manual.
- All contractors need to acknowledge the Site Rules and brief their teams accordingly.
- Contractors must work in line with Show guidelines and HMC and ensure that they have carried out risk assessments and put the required controls in place to protect their staff.
- Deliveries should be scheduled to avoid bringing unnecessary equipment or furniture that will block gangways which need to be kept clear to allow for physical distancing. Items blocking gangways will have to be removed into temporary storage with the official freight supplier at a cost to the stand contractor.

It is your stand designer and/ or builders' responsibility to read, understand and comply fully with the venue technical regulations. A copy of the venue technical regulations can be downloaded by clicking here.

For more information please contact the Operations Team;

AIX Ops Team

WTCE Ops Team