

## A-Z Information

### Note to Organisers:

This section only contains information which is critical to communicate to exhibitors from the venue's point of view, because of legal, licensing authority or financial implications. You will need to expand on each subject to include your own advice and regulations.

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# A

## Accessibility

Please ensure that you consider accessibility to your products and services for those with accessible needs when designing your stand. This may include (but not exclusively) providing access ramps, induction hearing loops, low level desks, transaction aids and appropriate signage.

Useful information on accessible stand design is contained in the [eGuide](#).

For further information on accessibility within P&J Live, please visit our Accessible Guide [here](#).

## Accidents and Near Misses

If you are involved in, or witness an accident or near miss while on site, please report it to the Organiser's or P&J Live Event Manager immediately.

## Accommodation

*If you have not made your own arrangements with local hotels or accommodation agencies, you may wish to include the following information:*

Ideally located next to Aberdeen Airport and P&J Live, there are 2 hotels onsite: the 4 star Hilton Aberdeen TECA and 3 star Aloft Aberdeen TECA.

Further details can be found [here](#).

## Alcohol and Drugs Policy

The consumption of alcohol is not permitted during build-up and breakdown. The venue has a strict drugs and alcohol policy which allows them to offer to test or eject from site any contractor suspected of being under the influence of drugs or alcohol.

## Alcohol Sale/Supply/Sampling

Any sale or supply of alcohol must be agreed and licensed by the venue in advance. Selling alcohol for consumption at the event is not permitted. However, if you wish to provide samples for tasting or to sell unopened bottles for consumption off site, you must apply to the P&J Live Catering Team in advance, by emailing [catering@pandjlive.com](mailto:catering@pandjlive.com).

Full health & safety documentation, including Personal Licence, must be provided. Any staff on the stand without a Personal Licence must undertake a mandatory 2 hour training course to sell alcohol onsite to comply with Scottish Licensing Laws.

The maximum sample size permitted is 50 ml for beer/cider, 25 ml for wine and 5 ml for spirits.

## Animals

Assistance animals are permitted entry to the show. However, if you plan to have any other animal(s) on your stand, you must apply for permission via the organisers, as an application must be made to the Local Authority no later than 28 working days in advance.

## B

### Badges and Passes

In order to gain entry to the venue during the event open days, show passes must be worn at all times.

*Please consider: Press passes, visitor badges, VIP passes, badge production & collection, order form etc.*

### Balloons

Helium Balloons, Blimps, and Toy Balloons are not permitted onsite.

### Branding

P&J Live offers a variety of branding options to enhance your shell scheme stand, creating a high impact finish to your stand.

For further details, please email [eventordering@pandjlive.com](mailto:eventordering@pandjlive.com).

### Build-up and Breakdown

Build Up	Schedule	Hall Open Hours
Space Only	Fri 05 June - Sun 07 June	08:00 - 22:00
	Monday 08 June	08:00 - 13:00
Booth Package	Sunday 07 June	13:00 - 22:00
	Monday 08 June	08:00 - 13:00

**Please note:** Stands must be completed, and excess products and materials removed from the hall no later than 13:00 on 08 June 2026. Please allow time to load and unload vehicles.

**During Build Up periods, everyone in the hall must ensure they are wearing the correct PPE, to include Hi-Viz Vests and suitable footwear as a minimum – please be aware that these are not provided by the venue and exhibitors must bring their own.**

### Exhibition Open Period

Exhibitor Access Time	Event Open Time	Hall Close Time
Early Exhibition Entrance	Monday 08 June	17:30 - 18:00
Early Exhibition Entrance	Monday 09 June	08:00 - 08:30
Regular Opening Hours	Monday 08 June	18:00 - 20:00
Regular Opening Hours	Tuesday 09 June	08:30 - 18:00

Regular Opening Hours	Wednesday 10 June	08:30 - 18:00
Regular Opening Hours	Thursday 11 June	08:30 - 18:00

**Please note:** For safety reasons, breakdown must not commence before the official end of show time as stated above and until all visitors have left the hall.

### Break Down

Break Down	Schedule	Hall Open Hours
Booth & Space Only	Thursday 11 June	18:00 - 22:00
Space Only	Friday 12 June	08:00 - 19:00

**\*\* Thursday 11 June, 18:00-19:00 - Aisle access is NOT possible due to carpet removal. Minor disassembly at stand ONLY allowed.**

**Please note:** Access doors for exhibitor breakdown will not be opened until the public is clear of the hall. Any empty boxes or pallets in storage will be delivered back to stands after the official event close.

**During Break Down periods, everyone in the hall must ensure they are wearing the correct PPE, to include Hi-Viz Vests and suitable footwear as a minimum – please be aware that these are not provided by the venue and exhibitors must bring their own.**

All shell scheme (BOOTH PACKAGE) exhibitors must clear their stands by **22:00 on Thursday 11 June.**

All SPACE ONLY exhibitors must clear their stands by **19:00 on Friday 12 June.**

**Any remaining items will be removed and either destroyed or stored at the exhibitor's expense.**

Please note, vehicle access to the service yard for re-loading is subject to timed access. Access will not be permitted until approximately 30 minutes after show close. Please ensure all stand materials are packed before bringing your vehicle to the loading bay.

## C

### Car Parking

Exhibitor Parking is available in the Service Car Park, at the rear of the arena and the Surface Car Park, at the end of the piazza. Details on how to pre-book parking will be issued in early 2026.

### Carpet

**ARENA:** **Insert Details on Carpet.**

**HALLS:** The exhibition hall is carpeted in a dark grey carpet tile. If you wish to have a different colour carpet on your stand, this can be ordered via the online shop [here](#).

## **Catering**

The Catering Department at P&J Live has unrivalled expertise which is provided throughout every event to a high standard, both in terms of food quality and customer care. A wide range of exhibition catering options are available and P&J Live will be pleased to discuss your requirements with you. For further details, please contact [exhibitioncatering@pandjlive.com](mailto:exhibitioncatering@pandjlive.com).

Exhibitors are not permitted to bring their own catering onsite.

## **Chemicals**

If you intend to use any chemicals, you must notify the organisers and supply a risk assessment in order to comply with the venue's regulations. The COSHH regulations must be adhered to.

## **Children**

Children under the age of 16 are not allowed in the venue during build-up and breakdown in order to comply with health and safety legislation.

Children under the age of 16 may not work on stands during the open period of the event without a licence; the Children and Young Persons (Scotland) Act applies. An individual risk assessment must be carried out for any young person (under 18) working on a stand and the organiser must be informed.

## **Cleaning**

Exhibitors are responsible for keeping stands tidy and for ensuring that waste is deposited in accordance with the rules on waste disposal. For health & safety reasons it is important that all exhibitors and contractors keep aisles, walkways and any areas behind stands are clear of rubbish at all times. Any items left in the aisles, or behind stands, are subject to be being cleared away, regardless of whether they are waste or not.

Cleaning of public aisles and common areas will take place the evening before show open and regular patrols throughout the event. Where possible, stands will also have light vacuuming.

Any items left on stands at the end of the show will be subject to a waste charge.

Stand cleaning services are available on the online shop [here](#).

## **Contractors**

Please ensure that your contractor receives a copy of this manual.

Contractors must adhere to the venue's rules and regulations, which are contained in the [eGuide](#).

It is strongly recommended that you brief your contractor to design your stand using reusable stand fitting materials, such as a modular system; this will improve the sustainability of your participation and potentially save on recycling/disposal costs.

For security reasons, all contract staff must wear a contractor's pass in order to gain entry to the venue.

## **D**

## **Deliveries & Collections**

All exhibitors must observe the delivery times and ensure deliveries arrive no earlier than **INSERT 1 WORKING DAY BEFORE BUILD**. Any deliveries that arrive before this date may be refused, or stored at the exhibitor's expense.

Deliveries must be addressed as follows:

### **COMPANY NAME & STAND NUMBER**

**EVENT NAME**

**HALL NAME**

**P&J Live,  
The Event Complex Aberdeen,  
East Burn Road,  
Stoneywood,  
Aberdeen  
AB21 9FX**

P&J Live cannot be held responsible for any deliveries which are not addressed correctly.

If shipping from outside the UK, we recommend that you ship via a Customs Agent, as the venue cannot get involved in any customs issues. Please do not list any P&J Live member of staff as the receiver for any goods.

Please note that during the show, under normal circumstances, no goods may be delivered to or removed from stands during the open hours of the exhibition. If this is necessary, permission must be sought from the organiser and P&J Live Event Manager.

Any items being collected by a courier must be securely packaged, clearly labelled and left on your stand, along with the completed courier collection form, which can be found in the exhibitor pack,

It is your responsibility to ensure that couriers collect by close of business on **Friday 12 June 2026 (1 DAY POST SHOW)**. Any packages not collected by this time will either be destroyed or stored at the exhibitor's expense.

## **Dilapidations**

Please do not attach anything to the fabric of the building (except for approved, low-tac tape if necessary) and take care when constructing your stand, as any damage caused by paint, stickers, nails, screws, etc., will be charged to you.

## **E**

### **Electrical Services/Stand Power**

All on-site electrical work must be carried out by a qualified, competent person and inspected by the appointed electrical contractor prior to energising.

Space only stands do not have any electrical supplies included and a mains supply, as well as any required sockets must be ordered. Power will not be switched on until an electrician has completed the wiring and/or testing of the supply during build.

On the final day, stand power will be switched off within 15 minutes of show close – please ensure all electrical items are powered down at show close.

All electrical installations must comply fully with the [eGuide](#). The following is a brief summary of key points:

#### General

- Electrical fittings should be ordered from the venue, via the online shop.
- All electrical equipment and exhibits must be guarded to prevent accidental contact with live terminals. Items intended for use on stands must be PAT tested and labelled accordingly.
- Electrical cables must not be run under carpet or up stand fitting support posts. Cables on the floor which may be walked on must be protected by conduit or with protective ramping (tape is not acceptable). All other wiring below 2.4 metres must be protected in PVC or metal tubing.
- In the event of electrical failure, please report this to a member of P&J Live Staff.

#### Lighting

- Light fittings must be secured using clips or heavy-duty electrical ties and earth bonded appropriately.
- Light fitting flex must not be left hanging in coils or wrapped around any part of a metal structure. Cable ties must be used to secure flex to the structure.
- Spotlights/floodlights/halogen lamps, etc must be guarded and mechanically fixed, so as to prevent risk of injury to persons.
- All lighting must be kept at least 300mm away from combustibles.
- Lighting circuits must not exceed 1,000 watts. They must not be looped or connected to power circuits.
- Heavy fittings (over 1 kg) require a secondary means of support.
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#### Socket Outlets

- Only one 4-way extension lead may be connected to each socket outlet and the maximum length of lead permitted is 2 metres.
- Extension leads must not be plugged into other extension leads (known as 'daisy-chaining').
- Block adaptors and drum reel extension cables must not be used.

**The use of battery powered mains is strictly prohibited at P&J Live.**

#### **Emergency Procedures**

Please ensure you take a moment to familiarise yourself with the procedures to be followed in the event of an emergency once you arrive at the venue.

#### **F**

##### **Filming**

If you are arranging any filming at the event, you must inform the organiser, as there are regulations which will need to be followed.

##### **Fire Safety Regulations**



The following regulations are included in the [eGuide](#) and must be complied with by all contractors and exhibitors. They do not apply to exhibits:

All materials used in the construction of stands, features and displays, including signs and fascias, shall be:

- of a suitable nature and quality for the purposes and conditions of their intended use
- adequately prepared and fixed in order adequately to perform the functions for which they are designed
- non-combustible, inherently non-flammable or durably flameproof in accordance with BS476-Part 7
- water-based, where applicable, e.g. adhesives and paint

British Standards are the minimum acceptable standards for construction materials. Suitable samples of materials may be submitted to the venue for approval. Materials may be tested on site to ensure that they comply.

#### Decorative materials

Decorative materials used for stand dressing must be flame proofed or purchased already treated by use of the appropriate chemical.

Untreated wallpaper and similar thin surface finishes, not exceeding 1mm in thickness, may be accepted, provided they are firmly fixed.

Artificial plants and flowers are combustible and give off toxic fumes. Therefore they must not be used for stand dressing. Silk-type flowers are acceptable, providing they are fireproof or have been treated and marked as such.

#### Fabrics, drapes, curtains and hangings

Drapes, curtains, hangings, etc, must be inherently or durably flame-proofed. Otherwise they may be treated with a proprietary flame retardant. Test certificates must be available for inspection for any materials intended to be used.

Fabrics used for interior stand decoration must be fixed taut and/or in tight pleats (not loosely draped) to a solid backing, secured above floor level and not touching light fittings.

Curtains on exit routes should hang 75mm clear of the floor, be parted in the centre and not conceal any exit signs.

#### Floor covering

All floor coverings must be secured and maintained so that they do not cause a hazard.

Fixing of floor coverings to the hall floor in uncarpeted halls (all except Olympia Central, Levels 2 and 3) may only be carried out using approved tape. Other forms of fixing to the hall floor, such as cable clips, nails and bolts are prohibited.

The organiser will incur a charge for any tape not removed by the end of the tenancy period, or any damage caused to the hall floor.

#### Glazing

All glazing used in the construction of stands must consist of laminated safety glass a minimum of 6mm thick. Areas of glazing within 800mm of floor level and over 0.5m<sup>2</sup>, where the smaller dimension of the pane is greater than 250mm, must conform to the thicknesses shown below (in order to comply with the 'Code of practice for safety related to human impact'):

Nominal thickness	Maximum pane size dimensions
8mm	1100mm x 1100mm
10mm	2250mm x 2250mm
12mm	4500mm x 4500mm
15mm or thicker	no limits

Any uninterrupted, large areas of clear glazing shall be indicated with warning stripes, dots, logos, etc. Overhead glazing shall be of wired or laminated glass, or be otherwise adequately protected from shattering.

#### Night sheets

Night sheets must be made of inherently non-flammable material or of material satisfactorily treated to render it non-flammable. They shall be stored rolled-up and firmly secured and not cause any obstruction while not in use.

#### Paint

Only water-based paint may be used on site. If paint-spraying equipment is to be used, the method must be approved by the venue and not cause a nuisance to others. Protective measures shall be taken to ensure that no paint is spilt or sprayed on to the fabric of the building.

#### Plastic

All plastic, including plastic plants and materials used for vision panels, etc, must conform to BS476-Part 7, Class 1. Polycarbonate materials are acceptable.

#### Timber

Timber under 25mm thick must be impregnated to Class 1 standard. Treated materials should have 'BS476-Part 7, Class 1' marked on them.

Boards, plywood, chipboard, etc, must be treated if under 18mm thick. The exception to this is MDF, which is acceptable for use due to its density. MDF may not be machined on site, as its dust is hazardous to health.

#### Upholstery

Upholstered seating must be non-combustible and marked with the appropriate standard.

#### **First Aid**

The venue provides emergency first aid assistance to anyone who needs it. Please contact a member of P&J Live staff for assistance.

If you believe an ambulance needs to be called, please ensure that this request is directed to the venue's control room on 01224 330432. The staff's knowledge of the venue and where to direct the ambulance could save vital time.

### **Food and Drink Sampling**

If you wish to carry out food and drink sampling on your stand, please complete and return the Food & Drink Declaration and Checklist forms, which can be found in the exhibitor park to obtain permission. The maximum sample sizes published in the [eGuide](#) must not be exceeded. Food hygiene regulations must be adhered to and are also available in the eGuide.

Failure to obtain permissions will result in prohibition.

### **Footwear**

Suitable footwear must be worn on site during the build-up and breakdown periods of the event. Open-toed sandals or shoes, flip-flops and flimsy footwear are not permitted.

## **G**

### **Gangways**

In order to help us ensure that we comply with the licensing authority and venue regulations, all gangways at the show must be kept clear at all times, including during build-up, the open period and breakdown.

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.

If you have any displays or activities which are likely to attract an audience, please ensure that you plan your stand layout to allow people to gather within the stand area and not in the gangways.

### **Gas**

The use of Gas is strictly prohibited at P&J Live.

## **H**

### **Hazardous and Excessive Waste**

Exhibitors and their contractors must remove excessive or hazardous waste at the end of the show, otherwise charges will be incurred.

Excessive waste is defined as: more than 2 boxes of literature, stand fitting material, pallets, material packaging and quantities of unsold stock or 'give-aways'.

Hazardous waste is classified by the 2005 Hazardous Waste Regulations as: light bulbs and fluorescent tubes, electrical equipment and fittings, gloss and emulsion paint and their containers, cooking oils and their containers, aerosols both full or empty, oils and lubricants and oily rags.

## **Hazardous Exhibits**

Please consider the safety of your staff and visitors to the show when planning the layout of your stand.

Hazardous items, such as knives and hot equipment must be set back from the stand and out of reach of the public.

Guards will be required to shield anything emitting heat and any machinery or other equipment which may present a hazard to visitors.

The use of real flame (e.g. candles) is strictly prohibited at P&J Live.

## **Height Restrictions**

The maximum build height at P&J Live is 4m for space only constructions. Please refer to the Stand Plans section for further details.

## **Hot Works**

A permit issued by the venue's safety team is required for any hot work, such as grinding, cutting and welding to be carried out on site. Contractors should contact the organiser's office in the first instance to request a permit.

## **I**

### **Insurance**

Exhibitors must ensure all necessary insurance cover for damage to their own goods and for possible liability in respect of injury to third parties or damage to third-party property, including the property of the venue. Public liability insurance is also required to the minimum value of £5 million and copies must be available at the event.

### **Internet Services**

P&J Live offer visitors a complimentary wi-fi service. To connect, select P&J Live Free WiFi network. This service is suitable for light browsing only,

If you require a dedicated bandwidth, please visit the P&J Live online shop [here](#).

## **L**

### **Lost Property**

Any property found should be handed to the P&J Live Event Manager, or the event registration desk. After the event, the venue's lost property service can be contacted on 01224 330432.

## **N**

### **Noise Control**

Exhibitors and contractors are obliged by law to reduce the risk of hearing damage to employees to the lowest level reasonably practicable. Hearing protection is required for staff working at noise levels in excess of 80 dB (A).

Exhibitors must ensure that neighbouring stands are not obstructed or disturbed by the use of audio and audio visual equipment, working machinery or other presentations.

## O

### Online Shop

The P&J Live Exhibitions Online shop offers a catalogue of items for your stand, including electrics, AV, ICT and shell scheme extras. Items are ordered and paid for directly, offering a secure payment method. The online shop remains open until the opening day of the event and can be found [here](#).

## P

### Pallets

Pallets used to deliver goods to your stand must be removed from the venue. A charge will be made to you for the disposal of any pallets which are not removed.

### Performing Rights

If you intend to play recorded background music on your stand during the course of the exhibition, you are required by law to obtain music licences.

Phonographic Performance Ltd (PPL) administers licencing on sound recording for most recorded music played within the UK. It issues a licence and levies a tariff on the broadcast and public performance (which includes exhibition stands) on behalf of the record companies.

Performing Rights Society (PRS) administers licences of sound recording and performances for most music played within the UK. It issues and levies a tariff on the broadcast and performance (which includes exhibition stands) on behalf of the writers and publishers of music.

Exhibitors are solely responsible for obtaining any licence required to play music on their stand. These can be obtained by contacting PPL and PRS direct.

It is recommended that licences are applied for a minimum of 28 days prior to the event open date.

PPL: Applications can be made online via the PPL website: [www.ppluk.com](http://www.ppluk.com)

PRS: Applications can be made via the telephone: 0800 068 4828. Further information can be found via the PRS website: [www.prsformusic.com](http://www.prsformusic.com).

### Personal Protective Equipment (PPE)

During build up and breakdown periods, everyone in the hall must ensure they are wearing the correct PPE, to include Hi-Viz vests and suitable footwear as a minimum – please be aware that these are not provided by the venue and exhibitors must bring their own.

## R

### Recycling

P&J Live recycles or reuses all waste where possible. Certain items are separated on site: large quantities of paper, glass, plastics, wood (without nails) and flat-packed cardboard. Please separate these items from your general stand waste for collection.

### Rigging

All submissions for rigging must be supported by plans and structural details of all elements to be rigged.

Rigging is only permitted by trained & authorised P&J Live staff. P&J Live reserve the right to refuse any items to be rigged if they are deemed to be unsafe or if insufficient information is provided.

**ARENA** – The maximum height for flown assemblies is 12m. To receive a quote for rigging, please email stand plans and details to [rigging@pandjlive.com](mailto:rigging@pandjlive.com).

**HALLS ABC** – The maximum height for flown assemblies in Halls AB is 7m and 5m in Hall C please email stand plans and details to [rigging@pandjlive.com](mailto:rigging@pandjlive.com).

### Risk Assessment

It is a legal requirement that each exhibitor and contractor undertakes their own risk assessment prior to the event. Shell scheme exhibitors must complete the Risk Assessment Form for Shell Scheme Stands, which can be found in the documents section.

Dependant on the amount and types of hazards highlighted, you may be required to submit additional information.

Further details, with links to guidance on carrying out a risk assessment, are available in the [eGuide](#) 'Risk Assessment' section.

### Rules and Regulations

It is essential that you ensure that you comply with the venue's regulations in all aspects of your participation at the event. These are contained in the [eGuide](#). These regulations are common to the main UK venues.

## S

### Security

Security is provided within the exhibition hall during build, open period and breakdown, however, the organiser and P&J Live accept no responsibility for any loss or damage to personal belongings or equipment and advise that exhibitors and their contractors are adequately covered.

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

- 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 breakdown 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 event closes. Do not leave them until the following day for collection.
- Arrive in time for the event. Ensure your stand is staffed at least 15 minutes before opening time each day, but remember that the hall is open from **08:00**.
- If you are a victim of theft please report it immediately to the P&J Live Event Manager.

### **Shell Scheme (BOOTH PACKAGE) & Name boards**

P&J Live use the MODUL Shell System. Each visible panel area is 2360mm high by 954mm wide and is a matte white panel.

Shell scheme panels should be treated carefully to avoid damage and care should be taken when mounting display panels etc. Light materials may be attached only by the use of low-tac tape and no fixings should be made on to the aluminium. Care should be taken when removing fixings to avoid damage or residue. Any damage caused to panels or aluminium, by the use of any other adhesives will incur a charge.

P&J Live will provide name boards in standard type (in accordance with the organisers requests) which cannot include slogans etc. Exhibitors must ensure the online form is completed, via the online shop, before **TBC**, otherwise the name board will be printed as per the exhibition list as provided by the organisers. Any late requests or changes to be made, after the above date, will incur additional charge to the exhibitor.

### **Smoking**

Under Scottish Law, smoking is strictly prohibited within the venue any must take place in the designated outdoor areas. Any reports of smoking indoors should be made to a member of P&J Live Staff immediately. Cigarette end bins are available at all designated smoking areas and must be used.

The use of e-cigarettes/vaping devices is strictly prohibited at P&J Live.

### **Special Treatments**

If you are planning to have any special treatments carried out on your stand, you must inform the organiser, as many of these activities must be licensed by the local authority. Full documentation must be submitted, including details of therapists' public liability insurance cover, qualifications and a risk assessment.

Treatments include invasive treatments, such as skin piercing, acupuncture, tattooing, electrolysis, cosmetic piercing, micro-pigmentation and botox and non-invasive, hands-on

treatments, such as massage, reflexology, manicures and pedicures. Local Authority Approval may also be required.

All treatments must be carried out in a safe and hygienic manner and in accordance with the [eGuide](#).

### **Stand Construction**

All stand construction and deconstruction work must comply with the Construction (Design and Management) Regulations (CDM) and all other regulations contained in the [eGuide](#).

The eGuide contains information on how to comply with CDM, including links to event industry resources and guidance.

All space only stands will be visually inspected by a P&J Live Event Manager on site. They will only be allowed to trade once the engineer is satisfied that the structure is safe and has provided certification.

### **Stand Fitting/Dressing Materials**

All materials used for stand building and dressing must comply with the venue's fire and safety regulations. Please see 'Fire Regulations' for details. These and other applicable regulations are available in the [eGuide](#).

### **Stand Plans**

Space only exhibitors are required to submit the following:

- Full Stand Plans
- Risk Assessment
- Method Statement
- Construction Phase Plan
- Public Liability Insurance

If you have a space only stand, but are not carrying out a bespoke stand build, this must be communicated to the Organisers and P&J Live Event Manager.

**Failure to submit the above information or failure to obtain stand build approval may result in stand construction being halted, changed imposed, or disassembly required at the exhibitor's own expense.**

Stand walls or decorations cannot exceed a height of 2.5m unless approval has been sought from the organisers. All visible walls over 2.5m must be dressed without branding and conform to all other regulations as per the [eGuide](#). Walls must not overshadow or interfere with neighbouring stands without written prior approval from the organiser.

The maximum build height at P&J Live is 4m; stands must not exceed this height.

No more than 40% of an open side can be walled. Any walling exceeding 40% must be set back a minimum of 0.5m from the open perimeter of the site.

The stand must not extend beyond its specified floor dimensions in either area or materials.

If you are employing a contractor to build your stand, it is essential that your contractor is fully aware of their responsibilities and that all work must comply with the rules and regulations as set out in the [eGuide](#).

### **Storage**



Storage is not permitted behind stands or in void areas of the hall for fire safety reasons.

*State whether you are providing any storage within the hall, or whether exhibitors should contact your logistics contractor to arrange this.*

## **T**

### **Transport**

P&J Live enjoys excellent road, rail and air transportation links. The complex is conveniently situated off the A96 Aberdeen to Inverness Road and is close to the AWPR for access from the South, Aberdeen Airport is just 1.5 miles away. Flight connections are available to London airports, most other UK airports and Northern Europe.

Stagecoach standard services (727 & 9A/X9 service) will run through the event complex daily. Bus stops are just a short walk from the main entrance.

For more information, including full timetable and ticket information visit the [Stagecoach Website](#).

### **Trolleys**

Trolleys are not provided at the venue, so please bring your own if you need one to deliver goods to your stand.

Trolleys are only permitted on the exhibition floor outside show open hours for the safety of visitors.

## **V**

### **Vehicles**

Vehicles are not permitted in the halls for unloading/reloading under any circumstance.

If you are planning on exhibiting a vehicle within your stand, specific regulations apply. Please check the [eGuide](#) for requirements.

Please liaise with the organiser and P&J Live Event Manager regarding delivery and collection times, as this will need to be planned carefully around the construction and dismantling of stands.

## **W**

### **Water Features**

If you are exhibiting any product or feature which requires water and is capable of producing spray or droplets, it is essential that you adhere to the regulations contained in the [eGuide](#), in order to ensure that the risk of legionella bacteria is controlled.

Details must be submitted to the venue in advance, as written approval is required and all filling & emptying services must be provided by the venue.

Failure to obtain permission will result in prohibition of water features.

Please email [eventordering@pandjlive.com](mailto:eventordering@pandjlive.com). Onsite requests will not be accepted.

## **Water and Waste**

Water and waste facilities are available in the ground floor exhibition halls and arena. If you require water and waste facilities, please email [eventordering@pandjlive.com](mailto:eventordering@pandjlive.com). The venues' sanitary facilities and service ducts must not be used to dispose of waste under any circumstances.

Only water or water soluble products and no corrosive and harmful substances, or anything that may cause any obstruction or deposit, may be disposed of in the waste water system.

Waste products, such as cooking oil, must be removed from the venue at the end of the event, otherwise a charge will be made.

## **Waste Disposal**

All waste, except small quantities of litter, produced by your stand, must be removed from the venue at the end of the event. A charge will be made for disposal of any large items, such as boxes of literature, carpet and stand fitting materials.

See also 'Cleaning', 'Hazardous Waste', 'Pallets', 'Recycling' and 'Water and Waste'.

## **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 [Work 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
- 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
- they do all that is reasonably practicable to prevent anyone falling
- all work at height takes account of conditions that could endanger health and safety
- those involved in work at height are 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

Equipment used for work at height must be suitable for the task. All equipment must be industrial quality (including ladders; domestic quality ladders are not permitted).