



You have booked a so-called 'Space Only' exhibition stand.

'Space Only' means that no walls and no carpet are included in your booking. We will provide you with a marked-out area on the floor to build your own stand.

All 'Space Only' exhibitors are responsible for their own stand design and construction.

You are free to appoint your own contractor to build your exhibition stand, or you can reach out to one of our recommended contractors to receive a quote for your stand design and construction.

Should you wish to appoint a contractor other than the ones we recommend below, please let us know at least 6 weeks before the exhibition as your choice of contractor is subject to our approval. Some local contractors have been blacklisted from working on our events for quality control reasons. Thank you for your cooperation.

We can recommend working with any of the following contractors:

African Exhibition Services (AES)	Mr. Wael Ms. Kaley	Phone & WhatsApp: +234 806 680 5247 Phone & WhatsApp: +234 806 659 4706	wael.tabet@groupalfa.com kaley@groupalfa.com
Arcad Designs and Exhibitions LLC	Amit Tyagi	Phone & WhatsApp: +971557289055	amit@arcadeuae.com
Inkson Expo	Olaniyi Ajayi	Phone: +234 808 4796859, +234 803 048 3136 WhatsApp: +234 9056676506	Info@inksonexpo.com
Sunshine Exhibition Services	Napoleon John	WhatsApp: +23468129190, +234806383721	nap.sunshineexhibitionservice@gmail.com
D'elevated Exhibition	Oladamola Oladehinde	Phone: +234 7015182636	info@delevatedexhibition.com.ng

MANDATORY FOR ALL SPACE ONLY STANDS:

Stand height regulations:

All space only exhibitors are required to construct free standing partition walls between their own & adjoining stands. These must be to a minimum height of 2.5m and a maximum of 4m (maximum stand height permitted).

Where partitioning walls are constructed over 2.5m in height, it is the responsibility of the exhibitor constructing the wall to dress the rear of the partition wall down to a height of 2.5m.

Any hanging banners above your stand must be approved by BtoB Events before the show (note there is an additional charge).

Platforms and raised flooring:

If you are including a platform or raised flooring on your stand, please note that if this goes above 40mm in height, a ramp will be required.

The platform or raised flooring height must be incorporated into your maximum build height.

If you include a ramp in your stand design, this must be incorporated into your space and must not intrude into the aisle.

Walling off regulations / walls facing an aisle:

Out of respect for neighbouring exhibitions stands, we do not allow exhibitors to completely close off the sides of their exhibition stands. Only 60% of any side facing an aisle are allowed to be covered by a wall. For example, if the side of your stand is 6 meter long, a wall can only be 3,6m wide.

The maximum wall height permitted is 4m.

If a wall is required to be longer than the allowed 60%, the additional walling must be no more than 1,10m in height.

Roofing structures:

All roofing or ceiling structures must have supporting pillars every 3 metres, unless otherwise approved by the organisers. Even if a structure has been approved in advance, it may still be deemed unsafe during on-site checks, in which case modifications or removals may be required.

Stand Approval:

All 'Space Only' Exhibitors must submit dimensional drawings of their proposed stand design to the Operations Manager of BtoB Events Ltd. for approval no later than 6 weeks before the exhibition.

Stand designs should be sent to stephanie.payne@btob-events.com.

BtoB Events Ltd. reserves the right to reject a design if it does not meet health and safety standards, does not fit within the booked stand area, exceeds the maximum height allowance or negatively impacts nearby exhibitors. Stand designs must not include the standard shell scheme, as this will be provided only by our official stand contractor. Any plans containing shell scheme elements will be rejected.

On-Site Health and Safety Inspections:

During the exhibition build, our team will carry out health and safety checks. If any part of the stand is deemed unsafe, we reserve the right to request modifications or the removal of specific elements. This includes, but is not limited to, roof structures that do not have the necessary support.

A fine of 5,000 USD will be applied to any stand that is built differently from the pre-approved design.

Build-up & Breakdown timings for Space Only stands:

Your contractor has two days to build your stand, the two days before the exhibition starts. Your contractor MUST start with the stand construction on the first day of build-up, no later than 10:00am in the morning.

If your contractor does not start work on your exhibition stand by 10:00am on the first day of build-up, BtoB Events Ltd. reserves the right to set up a shell scheme stand for you instead and you will be invoiced for the set-up of the shell scheme stand accordingly.

Please check our online exhibitor manual for build-up dates and timings. (Log in, click on 'General Directory', check the 'Build-up & Breakdown' section for more information.)

If you are planning on bringing heavy machinery/large scale exhibits that will require a long time to set up, please advise us in advance.

NOTE:

- The exhibition hall may close overnight, please ensure that you read the exhibitor manual on stand construction times.
- All stand construction must be completed, all tools and unused build-up materials must be removed and the area on and around your stand must be clear of debris by 07:00am on the morning of the exhibition opening.
- Hall stewards will be walking round the exhibition hall to ensure compliance with this so that visitors see a professional exhibition and are not subjected to any safety hazards.

Public Liability Insurance of your contractor – minimum coverage 10,000,000 Naira:

Please note that your contractor must have public liability insurance in order to be allowed to access the exhibition venue, minimum coverage is 10,000,000 Naira for any one occasion / per occurrence. Please send a copy of the insurance policy to the operations manager of the exhibition no later than 6 weeks weeks before the event (stephanie.payne@btob-events.com).

Without proof of public liability insurance your contractor will not be allowed to build your stand.

We can introduce you to an insurance company that offers exhibition related public liability insurance policies for stand builders if needed. The insurance fees are reasonable and the policy will cover your contractor for the duration of the event.

Remark:

We offer the option to upgrade your stand to a shell scheme stand, in which case we will provide you with an exhibition stand that includes walling, electricity, lighting, carpet flooring, furniture package and a fascia board print with your company name and booth number.

For more information on our shell scheme stand offerings please contact any team member at BtoB Events Ltd. We are happy to help and discuss options.

Any stand builds that have not been disclosed and therefore not been approved ahead of build-up will incur a 2000 USD fine before work can begin onsite. They will also be reviewed by the organiser to check contractor insurance, and health and safety requirements.