

**Routes Americas 2016 - Additional Information for HNS Exhibitors**  
**17th – 19th February 2016, Puerto Rico Convention Center, San Juan, Puerto Rico, USA**

**HNS Custom Build Stands**

All exhibitors taking Hosted Networking Stands must forward details as below. Please read these details carefully and ensure they are passed on to unofficial stand contractors where necessary.

The Puerto Rico Convention Center is NOT a carpeted venue, all HNS Stands will need to provide all temporary flooring materials for their stand. The exhibitor will incur charges should the the venue be damaged in any way due to the stand build.

Details of works to be carried out must be forwarded to the Routes Operations Team, including:

- Dimensional drawings showing front, side & back perspectives, elevations and floor layouts of the stand
- Details of materials being used to construct the stand
- A plan showing orientation and location within the exhibition
- A risk assessment (including fire hazards)
- A method statement

All materials used for booths should be anti-flame treated or incombustible.

All dimensions should be shown in metric and all details must be written in English.

The deadline for submission of stand plans and designs is 15 January 2016.

**Failure to submit drawings may result in refusal to build at the event.**

Details should be sent directly to:

Cassandra Reyes-Jones

Operations Manager

Email: [cassandra.reyes-jones@ubm.com](mailto:cassandra.reyes-jones@ubm.com)

**Fees for Stand Plan Inspections (SPI)**

Please note that there is a **mandatory** fee for submitting plans for inspection:

**Prior to the Approval Deadline (15th January 2016):**

Standard rate: **145.00 GBP** (plus 20% VAT or the prevailing rate in the UK at the time).

**After the Approval Deadline (after 15th January 2016):**

Fast Track' service: **250.00GBP** (plus 20% VAT or the prevailing rate in the UK at the time).

**Making Payments:**

Please follow the link below to make payment of the SPI fee. Please note that payment will only be accepted at the rate in force at the time (see above) and must accompany submission of drawings etc.

**<http://www.abraxysretail.com>**

Our official stand contractor, IMS, will happily assist you with design and realization of your stand. Please contact IMS at:  
Email: [service@inclusivemanagement.com](mailto:service@inclusivemanagement.com) Phone: +1 817 337 3050



### **Exhibitor Appointed Contractors (EAC)**

Exhibitors using contractors other than IMS, the official labor contractor, for labor and/or supervision, must notify Event Management by submitting the Exhibitor Appointed Contractor Authorization form by Friday, January 22, 2016. This form can be found on page 32 of the Exhibitor Manual.

Contractors other than the official labor contractor must file a certificate of insurance, showing general liability coverage and worker's compensation valid in Colorado, with Event Management. In addition, the Exhibitor-Appointed Contractor Form, signed by the exhibitor, must be sent to Event Management by Monday, January 22, 2016.

**Exhibitors from outside the United States who wish to bring EAC labor from their home country must receive special approval from show management. In many jurisdictions within the US, international EACs are not allowed to work. If you wish to seek approval for an EAC from your home company, please notify Cassandra Reyes-Jones no later than Monday, January 5 2016.**

**Please adhere to the following guidelines for your HNS space only contract:**

#### **Height limit**

The height limit for your custom booth is 3m. The design of your booth must be at least 60% open.

#### **Stand Design**

Hosted Networking Stands should not be more than 1 storey high or incorporate any platforms or stages over 0.6m in height.

Open corners of stand floors and platforms should be splayed, rounded or angled, if not protected by heavy exhibits, to avoid a tripping hazard.

#### **Utilities**

The custom stand package is for space only. Hosted Networking Stand exhibitors will be responsible for ordering their own carpet, power, branding, furniture, and AV, which can all be ordered through the Official Contractor IMS.

**For any logistical information not covered by this document or the Routes Americas 2016 Exhibitor Manual then please do not hesitate to contact me directly.**

We look forward to seeing you in Puerto Rico!

Kind regards,

Cassandra Reyes-Jones

Operations Manager

+1 415 938 6516

[cassandra.reyes-jones@ubm.com](mailto:cassandra.reyes-jones@ubm.com)

[www.routesonline.com](http://www.routesonline.com)

## RISK ASSESSMENT

Company Name: .....  Stand Number: .....	Assessment Undertaken By: Name: ..... Signed: ..... Date: .....
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Hazard & Consequence	Who is at risk?	Assess the risk (P x S = R)	Control Measures	Control Weighting (W)	Post Control Rating

Probability (P)	Severity (S)	Calculation of Risk (R) : P X S	Control Weighting (W)
5: Certain	5: Multi death / injury	1-5 LOW: Acceptable risk	1.0 No effective Measures / Verbal Discipline
4: Probable	4: Single death	6 – 11 MEDIUM: Acceptable risk but monitor daily	0.75 Verbal induction / PPE / Written instruction
3: Even Chance	3: RIDDOR major injury	12 – 18 HIGH: Implement changes / Immediate Action & Further Controls Required	0.50 Engineered solutions / Procedural control
2: Possible	2: RIDDOR 3 day	19 – 25 UNACCEPTABLE: Cease action immediately	0.25 Permit to Work / Special Controls / Safe history
1: Remote	1: Minor / First Aid		



# METHOD STATEMENT

**Guidelines:** DO NOT PHOTOCOPY THIS FORM

<b>Details of Construction:</b>	
Responsible Person	The employee who will be responsible for the construction and breakdown of your stand.
Stand Details & Locations	The loadings, dimensions, location, unusual stand features.
Access	Details of the entry point into the halls and the route to the final position
Erection & Timetable	The sequence and schedule in which all the stand elements will be built, including alignment, electrical connections etc.
Stability	Method of ensuring adequate support of any stand element that requires cross bracing, with calculations and inspection certificate from an independent structural engineer.
Lifting	Outline the equipment that will be used, their capacities, weight, locations and floor loadings. Check the operative's current licence or Certificate of Competence; check machines inspection certificate or maintenance record.
Scaffolding	Include details of temporary and mobile scaffolds, access towers and other work at height which you intend to carry out
COSHH	Any proposed use of hazardous and toxic substances must be advised to the organiser and venue. Outline the protection provided for employees and workers on adjacent stands.
Environment	Consider any abnormal noise that may be present, or work which may create dust or fumes. What ventilation and other control measures will be provided?
Services	Note where electrical work will be carried out, welding, gases, compressed air, water or waste services will be brought onto site.
Safety Features	Identify the safety equipment and precautions that you will be providing on-site, including protective measures that you will be implementing for all of the above, and areas of risk as highlighted by your Risk Assessment.
Exhibits	Provide the organiser with any/all details which may present a risk to the public and/or the operator. How will this exhibit be delivered on to your stand? What machine guarding or other special requirements are there? What hazardous waste will be produced?