

Double Deck Stand Regulations – Arabian Travel Market 2025

ATM25 has introduced a charge for additional double decker/triple decker stand space. The purpose of introducing this is to encourage our exhibitors to build out, as opposed to up to a double/triple decker helping with the complexity of building and dismantling such stands during the approved build and breakdown times. **The Double Decker will be priced at \$300 per sqm, If the stand plans are not submitted by the deadline of 24 of February 2025, the order will be UPGRADED with the “Double Decker Late fee” and the cost will increase from \$300 to \$400 per sqm. The final deadline for space only stand submissions is 10 March 2025.** Please discuss this with your Account Manager if you have any questions.

ATM is urging exhibitors to think more sustainably when designing their stands, we urge them to move away from one-time use materials that are not widely recyclable and move towards highly reusable materials

Unsustainable materials:

- Chipboard and MDF
- Polystyrene
- Foamcore/Foamex
- Vinyls
- Polyester fabrics (coated in fire retardant chemicals)

Highly reusable materials:

- Aluminium frames / Steel structures
- Wooden panels (Certified FSC or PEFC)
- Carpet tiles (install without glues)
- Floor platforms
- LED displays and screens
- Rental furniture
- Cardboard/paper-based signage with water-based inks

The deadline for submitting the stand drawings and supporting information for two storey stand designs will be **Monday 24th February 2025**. Failure to provide the suitable information by the FINAL deadline date will result in **permission to build a double deck being denied**.

HOW TO SUBMIT STAND PLANS

Ops Squad Stand Plan Team will be looking after the space only stand plan sign off process in its entirety for the event, including managing all queries you may have about your stand designs.

In order to issue permission to build, we require the documents as detailed in the list below from you or your contractor to be submitted through the **FFAIR** portal. If you have not received the sign up link to the portal, please contact [Ops Squad](#), and they will be able to assist you (the sign-up link comes from info@ffair.io).

The FFAIR system is a new portal provided by Ops Squad and different to how plans have been submitted in previous years, if you have any questions on this new process please contact the Ops Squad Stand Plan team at plans@opssquad.co.uk.

Submissions must contain full working drawings, showing all the build elements, in particular:

- Structural Drawings, Design Calculations and General Arrangement of Structure
- Design of Members / Elements (beam, column, slab)
- Design of Connections and Base Plate (considering anchor of base plate with permanent flooring is not allowed)
- Architectural Drawings (e.g. Plan, Elevation, Sections)
- Elevations Drawing (front, side and back)
- Design / Detail of Handrail and Staircase Details (Inc. Height, width and depth of staircase steps, dimensions of staircase landings, height and material infills of handrails and balustrades)
- Structural Connection Details of Members
- Base Plate Sizes (use min 400 x 400 x 12mm mild steel plate)
- Structural Materials Details
- Undertaking Letter (refer to note below)
- Submission Form for High-Risk Equipment and Substance

FOR UNCONVENTIONAL STANDS/SPACE FRAME (E.G. WHERE THE STRUCTURAL MATERIALS USED ARE OTHER THAN HOT ROLLED SECTIONS/STANDARD STEEL SECTIONS AVAILABLE IN THE MARKET) OR IF REQUESTED BY DWTC, THE CONTRACTOR/EXHIBITOR HAS TO SUBMIT AN UNDERTAKING LETTER TO DWTC ENGINEERING FOR ITS STRUCTURAL RIGIDITY, STABILITY AND SAFE DESIGN STATING THE STRUCTURE IS "FIT FOR PURPOSE".

Also required as part of the submission are:

- Square metre of upper deck area
- Travel distance from the furthest point on the upper deck to a position off the stand
- Glazing details
- Fabric / Material details
- Ceiling details (of upper deck)
- Position and orientation of doors

And the Mandatory health & safety documentation:

- **Risk Assessment**, which includes all the activities involved in building a complex stand and clear details of how the risks will be suitably controlled
- **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
- **Live Edge Working Policy Document**, this form can be found on the [exhibitor manual](#)
- **The Stand Information Form**, this form can be found on the [exhibitor manual](#)

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 the interests of the Exhibition as a whole we reserve the right to determine the position of any 2-storey structure within a stand. The minimum size stand on which a double deck stand will be permitted is 50m². The area occupied by the structure should not be greater than 50% of the total stand space. All 2 storey stands are classified as complex stands. In addition to the regulations below the Stand Build Regulations are set out in the exhibitor's manual and must also be adhered to.

All stands with two or more stories must comply with the following criteria:

<p>Balustrades & Barriers Handrails Live Edge Working Materials & Fire safety Staircases Staircases & Stepped Access Travel Distance</p>	<p>Timetable Build-Up and Breakdown Considerations</p>
--	--

Balustrades/Barriers

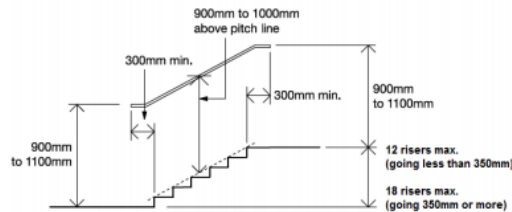
Balustrades or barriers must be provided to protect exposed edges of staircases, landings, balconies, galleries and other changes of level. They shall:

- Provide guarding to all exposed edges (balustrades), stairs and ramps. The balustrade should be 900mm to 1.1 high minimum.
- 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 150mm. This is to prevent any objects from falling or being kicked from the edge of the platform floor.
- 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.

Handrails

- A continuous handrail must be provided where there are stairs with three or more risers.
- Every flight of stairs must be provided with a handrail on each side. The handrail should be non-climbable and have a solid infill.
- Double width staircases shall have a central handrail.
- **The height of a handrail shall be measured vertically from the centre of the steps and landings to its upper surface and shall be a minimum of 900mm and a maximum of 1 meter. The balustrade should be 1.2 m high minimum.**
- Handrails shall be continued as necessary around landings.
- Handrails shall not project more than 100mm on to the required width of the staircase.
- 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 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.

You will find the form to complete for Live Edge Working [here](#).

Materials & Fire safety

There are strict rules governing what materials can be used to build stands and these will be covered by the venue's regulations. Exhibitors and contractors must ensure that they are followed. In general, you are not permitted to build your stand with anything that is flammable or non-flame resistant unless it has been treated. Please [click here](#) for more information.

Cupboards and storage formed beneath the upper floor should be lined throughout with non-combustible fire-resisting material.

DWTC Health & Safety Rules & Regulations Handbook

Please take the time to read the venue rules & regulations handbook whilst designing the stand. Some rules & regulations may vary to other venues that you have worked in.

[DWTC Health & Safety Rules & Regulations Handbook](#)

Staircases

- Spiral staircases are not permitted.
- Double width staircases shall have a central handrail.
- 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.
- Staircases must be a minimum of 1.2 meter in width (minimum width between handrails has to be 1 meter).
- 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
- Staircases and landings should have a clear headroom of not less than 2m measured vertically from the nosing of the treads or the floor of landings

Staircases & Stepped Access

- A level landing must be provided at the top and bottom of each flight.
- Landings should have a minimum, unobstructed length of 1.2m.
- Flights shall have a minimum, unobstructed width of 1.1m.
- Doors should not swing across landings.
- The rise of each step should be between 150mm and 170mm.
- The tread of each step should be between 280mm and 425mm.
- All nosings (the edge of each step) should be made clear. For example, with 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.

Travel Distance

The travel distance from any part of a double decker stand to a staircase must be no greater than 12 meters. If your upper deck can accommodate more than 40 people (based on 1 person per 4 sqm capacity calculation) two staircases, sited remotely from each other must be provided.

Other things to consider:

Timetable

- The full Exhibition timetable can be found [here](#).
- The stands need to be completed within the Exhibition Timetable.
- **Stand Construction must be completed by 20:00 on Saturday 26th April** (or at the end of your shift, if you book late working), so that non-essential contractors are not present on Sunday 27th April for client handover. Only essential contractors (Project managers, AV

Technicians and Cleaners) will be permitted in the hall on Sunday 27th April due to the arrival of exhibitors.

- To help ensure that the aisle carpet can be laid on time and the cleaning team have sufficient time to ensure that the show is cleaned and ready for show open it is compulsory that all empty boxes, storage crates, ladders, etc. are removed from the aisles **by 15:00 hours on Sunday 27th April 2025.**
- There will strictly be no access to contractors on the opening morning, except for 'stand by' electrical, AV/light technicians and project managers. These contractors will need a maintenance pass which can be collected from the organiser's office (4.2). A maximum of 3 maintenance passes will be provided free of charge to each space only stand. No building construction work, graphic replacement, or touch ups can be done at this time.

Build-Up and Breakdown Considerations

- All contractors need to acknowledge DWTC's guidelines and brief their teams accordingly.
- Contractors must consider working in line with DWTC, Government and Show guidelines 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. Items blocking emergency gangways will have to be removed into temporary storage with the official freight supplier at a cost to the stand contractor. Please click [here](#) for more information on Deliveries.

Other changes which impact the stand design can be found in the [Manual](#).

Important Documents:

[DWTC health & Safety guidelines](#)