

EXHIBITION VENUES ASSOCIATION

Regulations for Stand Electrical Installations

to be observed and performed by all Licensees, standholders, exhibitors
and other sub-contractors, licensees and their contractors,
sub-contractors, agents and servants.

These Regulations are subject to revision or
addition at any time and details of any revisions
additions can be obtained from the Licensor.

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Regulations for Stand Electrical Installations

01 Conditions

01a Regulations

All electrical installations on stands, features, displays or exhibits shall comply with:

- (1) Local Authorities
The Local Authorities and applicable Acts.
- (2) British Standards Institution
The current edition of British Standards 7671 1992 (IEC364) "Requirements for Electrical Installations" (previously Institution of Electrical Engineers wiring regulations 16th edition) issued by the British Standards Institution with any amendments thereto.
- (3) Special Requirements
Any special requirements of the Authorities and the Licensor.
- (4) Health and Safety at Work
The Health and Safety at Work etc. Act 1974.
The Electricity at Work Regulations 1989.
- (5) Exhibition Venues Association
The Exhibition Venues Association "Regulations for Stand Electrical Installations" contained herein.
- (6) Standard UK Electrical Supplies
The standard UK electrical supplies are:

Single Phase – 230volt 50Hz

Three Phase – 400 volt 50Hz

All electrical appliances used by exhibitors must be compatible with the standard UK voltage provided by the venue, as to ensure safety in use.

Any appliance exhibited which falls outside the venue's standard tariff electrical supply ratings, must be clearly and unambiguously marked and as such not connected.

For non-standard voltage and frequencies, the client may be allowed to bring in suitable voltage transformers and frequency converters if written permission is given by the venue's approved person.

The Licensor will not supply electricity to any installation, which does not comply with these regulations or requirements.

01b Testing

- (1) Stand Installations
To verify compliance the Licensor's engineers or representatives will inspect all installations. The Licensor is to be advised by the person responsible for the installation when it is complete and ready for inspection and testing, by completing and handing in a "Request for Connection and Energising of Electrical Supply to Stand" form. A sample of the form is attached in Appendix 1. Venue printed form only to be submitted; a photocopy will not be accepted. Where found to be satisfactory, the installation will be connected to the electricity supply and energised. Where an installation is found to be unsatisfactory the supply will not be connected and the Licensor will advise the person responsible, who must rectify any faults and advise the Licensor when the installation is ready for re-inspecting and retesting by re-submission of "The Request for Connection" form.

It is the responsibility of the person undertaking an installation to carry out the appropriate testing to ensure compliance with the regulations prior to the submission of the "Request for Connection" form.

(2) **Re-Testing**

Where stands are not complete and fail the inspection and testing as a result of the installation not being finished, a charge will be made for each and every further inspection and testing.

(3) **Modification or Addition to Stand Installations**

If, after initial inspection and energising of mains supplies, modification or additions are made to stand installations these must be tested and the Licensor's engineers notified for additional inspections to be carried out.

(4) **Appliances**

Any electrical appliance connected to a socket must have been PAT tested by a competent person before it is plugged in and energised. The responsibility for ensuring this testing is carried out is that of the person, or persons responsible for bringing the equipment into the venue.

01c Responsibility

The Licensor will not accept responsibility for:-

(1) **Delays**

Delay in energising installations found unsatisfactory, or where insufficient time has been allowed for inspection.

(2) **Faults**

Any faults discovered in installations after inspecting and energising by the Licensors.

02. Electrical Contractors

02a Competent Persons

Stand wiring installations shall be carried out by competent persons, qualified by training and experience, who are properly supervised.

Competent persons for this purpose shall be those with suitable qualifications such as an appropriate BECA/EETPU registration, JIB grading or other recognised equivalent.

Contractors or others working in the Halls shall provide to the Licensee, to be available for inspection by the Licensor, the name of the employing company and the name of the operative(s) together with documentary proof of qualifications, of all people working on electrical installations in the Halls. Persons who do not provide proof of qualification or competence, will not be allowed to carry out electrical installation work.

03. Floor Ducts and Service Tunnels under the Hall Floors

03a Exclusion

Ducts set into the floors of the Hall and the service tunnels under the floors of the halls, where applicable, do not form part of the Premises. Access to and use of the floor ducts is limited to employees of the Licensor, or contractors employed by the Licensor, for the purpose of installing main supply cables and piped services.

03b Limited Use

The Licensor will consider limited use of the floor ducts, where applicable, for purposes other than those specified above, provided that the installation in the ducts is carried

out by or under the supervision of the Licensor's Engineer and that such use has been agreed in writing prior to the commencement of the Licence Period.

03c Access

No person shall enter the service tunnels, switch rooms or other service areas without permission in writing from the Licensor's Engineer or his nominees.

04. Main Switchgear and Distribution

04a Block Mains

(1) Company Mains

Every stand shall be supplied by a separate mains cable except where, by approval of the Licensor a single mains cable may be installed to supply a block of up to six adjoining stands. This approval will only be given where the electrical installation on all stands within the block is the responsibility of a single contractor.

The crossing of gangways via fascia or floors with sub-mains shall be prohibited.

24 Hour EVA Venue mains supplies shall **NOT be used as Block Mains.**

Specialist exhibitions that necessitate 24 hour block mains will be considered for exemption from this ruling provided that suitable and sufficient risk assessments accompany the request which must be presented to the venue for approval 4 weeks prior to the exhibition build up.

(2) Minimum Cable Size (Sub-Mains)

The minimum acceptable cable size (subject to loading) for the wiring of block sub main supplies shall be 2.5 mm².

04b Isolation

- (1) Each mains supply shall have its own means of isolation situated in an accessible position on the stand.
- (2) Each of the stands on a block fed from a single supply shall have its own means of isolation situated in an accessible position on the stand.
- (3) Where a stand is to be sub-divided into sections, this shall constitute a block of stands and shall have a separate means of isolation located on and for each individual section.

04c Location of Boards

Distribution Boards and similar equipment shall be installed adjacent to the fused isolators provided by the licensor. The mounting board provided by the contractor for this equipment shall be of sufficient size to allow the fused isolator provided by the Licensor to be fixed thereon.

Switch and fuse gear, motor controls, starters etc. shall be readily accessible, suitably connected and out of reach of public gangways.

The electrical contractor responsible for the stand installation shall supply suitable service mains to connect his installation to the fused isolators on the main supply cables supplied by the Licensor.

All distribution boards, control panels and fabricated systems brought on to the venue's site must be of good condition and of a clean tidy appearance. All cable entry and exit points must be protected with suitable glands and covers.

All equipment must be tested prior to its arrival on site and a current electrical test certificate must be presented before any electrical connection to the venues mains can be made.

04d External Supplies

- (1) Supplies external to halls shall generally be limited to a maximum rating of 100 amps 3 phase neutral and earth or 100 amps single phase neutral and earth.

Where circumstances dictate supplies exceeding 100 amps as absolutely essential, these will only be provided following full consultation with the Licensor.

- (2) Earth leakage (RCD) protection of not more than 30 mA rating shall be provided, (by the contractors) for all wiring beyond the termination point of the Licensor's supply.

05. Earthing

05a Regulations and Codes of Practice

Metal conduit, metal casing of apparatus, frames of motors etc., shall be efficiently bonded to earth using the earthing system provided within the Licensor's permanent electrical distribution system. This Regulation shall apply to all matters covered by British Standard 7671 (IEC 364) referred to in Clause 01a. Where separate special regulations and codes of practice have been prepared and approved by the Authorities (i.e. electrical installations in caravans, electro-medical equipment, "all insulated apparatus, and appliances which conform to the standards of double insulation") the current edition of these special regulations shall take precedence.

05b Lighting Fittings

At every lighting point an earth terminal shall be provided and connected to the earth continuity conductor of the final sub-circuit.

05c Metal Framework etc.

Where the electrical bonding to earth of metal framed stands, metal water pipes, sinks and other items is necessary, this shall be to an earth conductor which terminates the Licensor's electrical supply. The bonding conductor shall have a minimum cross section area of 6mm². Under no circumstances shall any of these items be used as the sole means of earthing an electrical installation.

Where block mains are employed on metal framed stands the stand framework shall be bonded at the incoming main position and also at the termination point of every sub main. The bonding conductor shall have a minimum cross section area of 6 mm².

05d Insulation Sleeving

Every earth continuity conductor shall, wherever exposed, including within all termination enclosures, be totally insulated using green and yellow PVC sleeving.

05e Use of Residual Current Devices (RCD's)

Final circuits rated up to 32amps shall be provided with additional protection to reduce/control the risk of electric shock from direct and indirect contact by the fitting of an RCD with an operating current not exceeding 30mA and a tripping time not exceeding 200mS.

RCD's are considered as supplementary protective devices and should be installed in addition to an approved rated fuse or other excess current protection devices. RCD's shall be performance tested immediately before or at each show but not exceeded annually.

06. Electrical Wiring

06a Material Specification

Stand wiring may be PVC, elastometric or other plastic sheathed cable, not less than 1.5 mm² cross sectional area and 300/500 volt grade, complying with BS6504 (IEC227) and with a current density not exceeding that recommended in BS7671 (IEC364).

Flexible cables used for circuit wiring in approved manufactured systems, must also have a current density not exceeding that recommended in BS 6500 Table 16.

06b Identification

Identification of all wiring shall be in accordance with the colour or numbering systems recommended by BS7671 (IEC 634).

06c Joints

Joints shall not be made in cables except where necessary as a connection into the circuit. In such cases insulated screwed connectors shall be used, and shall be totally enclosed in all insulated enclosures.

06d Metal Sheathed Cable

(1) Location

Mineral insulated metal sheathed cable may be used in approved conditions and where it is not liable to mechanical damage.

(2) Current Capacity

Current capacities must be in accordance with the 'exposed to touch' conditions of BS7671 (IEC364). All joints, connections, terminations and fixing etc. must be made using accessories which are specifically designed for use with the type of cable installed.

06e Excess Current Protection

All circuits must be separately protected for excess current with fuses or other means of close excess current protection.

06f Lighting Circuits

(1) Maximum Capacity

Lighting circuits, serving more than one fitting, shall not carry more than 1200 VA and all sections of the wiring system shall be capable of carrying its circuit full load current. Where discharge lighting is connected the appropriate reduction shall be made, (normally to 800 VA). All apparatus over 1000 VA shall be individually fused.

(2) Main Load

Where the lighting load to any stand or feature is in excess of 1400 VA, the circuit shall be arranged to be suitable for connection to a 3 phase supply with neutral and phase conductors being of equal size.

06g Flexible Cords

(1) Limitations

The use of flexible cords for stand wiring is generally prohibited other than where forming part of a manufactured system, and then fully in accordance with Regulation 06i.

Flexible cords or cables used in approved manufactured systems for circuit wiring shall have a cross sectional area of not less than 1.5 mm² and comply with BS6500 Table 16.

(2) Construction

Flexible cords shall be of circular section, fully insulated and sheathed, and the only form of joining shall be purpose made, non-reversible flex connectors, being shrouded and having an earth terminal.

(3) Length

For static appliances, flexible cords shall not exceed 2 metres in length and for mobile

appliances (e.g. Vacuum cleaners) the length shall be kept to a minimum.

06h Lampholders

Lampholders of lighting systems must have a screw clamp or screw terminal connections between the conductors and the plungers of the lampholders. Lampholders using spikes for connections shall not be used.

06i Special Lighting Systems

(1) Track Lighting Systems

These may be used provided the track and all the accessories are of the same make, and also provided the loading on the system is compatible with the rating of the sub-circuit wiring and fuse, and complies with the requirements of paragraph 05 Earthing and paragraph 07a Protection of Wiring.

(2) Other Lighting Systems

Only systems designed and manufactured to suit their intended use shall be permitted and these must comply with paragraph 07a and all other aspects of the Regulations.

(3) Clients Own Equipment

Where "client's own" equipment is used this must comply with all regulations and is subject to testing and spot checks.

06j Safety Extra Low Voltage Lighting Systems

(1) Transformers

Multiple connection Safety Extra Low Voltage (SELV) Transformers shall be of Class II safety isolating type conforming to BS3535 (IEC742, IEC1140, EN60742), or providing an equivalent degree of safety, having a fused primary connection. Every secondary connection shall be individually fused to its appropriate rating or shall be fitted with a manual re-set protective device approved by the Licensee's Engineer.

Transformers shall be clearly labelled indicating the precise details of any integral secondary circuit protective device: that they are manual re-set and shall include the rated transporter output in VA.

(2) Positioning

Particular care shall be taken when installing SELV transformers which shall be fixed at high level, allowing adequate ventilation and access for testing/fuse replacement.

(3) Cable-Sizing

Selection of cabling for SELV circuits shall take into consideration both volt drop and current carrying restraints subject to maximum volt drop on 12v supplies of 0.6 volts.

Cabling from SELV transformers supplying Extra Low Voltage track shall be of sufficient size for the full current rating of the transformer.

(4) SELV Fitting

Shall comply fully with BS EN 60598 (in preparation 1993) and the relevant British Standard.

(5) Catenary / Uninsulated Pole Safety Low Voltage Systems

The use of uninsulated catenary or uninsulated pole low voltage systems is prohibited.

(6) Earthing of SELV Equipment

Secondary windings of SELV transformers, fittings and lighting track connected to same shall not be earthed.

06k Power Circuits

Circuits feeding 13 amp socket outlets shall be radials. Where there is more than one socket per circuit, maximum rating of over-current protective device shall be 16 amps. Total load shall not exceed 3000 watts and not more than 3 sockets shall be permitted on that circuit.

06l Coils/Reels of Flexible Cord/ Cable

Coils of flexible cord or cable loose or on reels and forming part of the circuit shall not be permitted.

07. Protection of Wiring

07a Final Stand Wiring

All electrical wiring, where liable to mechanical damage or interference, shall be tough overall sheathed or armoured or enclosed in protective conduit, trunking or cladding. Conductive materials used to provide mechanical protection shall be efficiently bonded to earth. Where tough overall sheathed cables are used without further protection, i.e. without armour or protective conduit trunking or cladding, such cables shall have stranded conductors and shall have a degree of flexibility.

07b Temporary Supplies

The wiring of temporary supplies shall be subject to the requirements above. In circumstances where full mechanical protection is impracticable the supply may be provided if the circuit has a 30 mA RCD installed.

08. Local Switches and Socket Outlets

08a Local Switches

Shall be fixed out of reach of the public and shall be mounted and protected in a similar way to distribution fuse boards (Clause 04c).

08b Socket outlets

(1) Construction

Socket outlets shall be to BS 1363 (1984) of Metal clad industrial type or suitable equivalent to BS 1363 (1995) for mechanical protection and be provided with suitable entry protection.

(2) Location

Socket outlet enclosures shall be securely fixed to floors, walls or partitioning in such a way that they shall not be subject to mechanical damage and shall not be located less than 2.5 metres (measured horizontally) from any sink unit, unless where this is unavoidable 30 mA RCD protection is installed. Wall sockets shall be a minimum of 300 mm above floor or work surface level.

(3) Water heaters

Water heaters shall be connected via fused spur outlets NOT SOCKET OUTLETS.

(4) Floor Sockets

Where a floor mounted socket is essential, it shall be adequately protected from the accidental ingress of water and shall be of surface mounted pattern.

08c Plugs

(1) Multiple Connections

Not more than one flexible cord shall be connected to one plug.

- (2) Fuses
The rating of fuses in fused plugs shall be appropriate for both the equipment and flexible cord connected thereto.
- (3) Non-flexible cords shall not be connected into domestic type 13a plugs.
- (4) The use of plug / sockets where the plug polarity can be reversed is prohibited.

08d Adaptors

- (10) Restrictions
Multi-way plug-in type and bayonet adaptors shall not be used.
- (2) Limitations of use
The use of Trailing/Block type 4 way **fused** sockets shall be restricted to the following: -
 - i. One 4-way unit per fixed socket outlet, subject to a maximum loading of 500 watts total and its plug shall be fused accordingly.
 - ii. A maximum flexible cord length of 2 metres from plug to Trailing Block Unit.
- (3) Extension Cabling
The use of solid core cabling as extension leads is prohibited.

09. Electric Motors

09a Isolators

Every motor shall be provided with an effective means of isolation on all poles and such isolators shall be adjacent to the motor which they control.

09b Starting

Motors in excess of 7.5 kw (10 hp) shall be fitted with current limiting devices for starting, (i.e. shall not be started "direct on-line". Where, however, the "direct on-line" starting of a motor is essential to the satisfactory operation of the machine, details of such requirements shall be submitted in advance to the Licensor for dispensation.

09c Overload and No Volt Release

Every motor in excess of 0.375 kw (1/2 hp) shall be fitted with a starter having an overload release in each phase line.

Every motor shall be provided with no means to prevent automatic restarting after a stoppage, due to a drop in voltage or a failure of the supply, where unexpected re-starting of the motor might cause danger.

10. Guarding Equipment

10a Electrical Equipment and Exhibits

Electrical equipment and exhibits shall be guarded as necessary to prevent accidental contact with live metal, moving parts, live terminals etc. and short circuiting.

10b Conditions of Operation

Proper consideration shall be given to the conditions under which the equipment is being demonstrated, which may well differ from the conditions under which it is normally installed and for which normal safeguards will no longer be appropriate.

10c Lighting Fittings

Lighting fittings mounted below 2.0m from floor level or otherwise accessible to accidental contact shall be firmly and adequately fixed and so sited or guarded as to prevent risk of injury to persons or materials.

10d Heat Generation

Incandescent lamps and other apparatus or appliances with high temperature surfaces shall, in addition to being suitable guarded, be arranged well away from combustible exhibits and in such a manner as would prevent contact therewith. Stands containing a concentration of electrical apparatus, lighting fittings or lamps liable to generate abnormal heat shall have well ventilated ceilings which shall be made of incombustible materials.

11. Transformers and Frequency Converters

11a Step-up Transformers

Step-up transformers shall not be installed without the written permission of the Licensor's Engineer. Where such permission is requested, drawings and full details shall be submitted at the time of application. Where, however, step-up transformers are used as an integral part of any electronic or similar apparatus, appliance or equipment, and providing the use of such step-up transformers are used as an integral part of any electronic or similar equipment, and providing the use of such step-up transformers conforms with the customary practice within a particular industry, or where the installation of the transformer conforms with the conditions of paragraph 18 below, no such permission will be required.

11b Step-down Transformers

Step-down transformers shall have separately wound primary and secondary windings. The iron core and frame shall be connected to earth. In addition to the normal fuse protection on the phase line(s) of the primary circuit, the secondary circuit shall be fitted with fuse protection in the phase line(s) and with three phase transformers, the neutral connected to earth.

11c Auto-Transformers

Auto-transformers shall not be used, except as an integral part of motor starters, unless the written permission of the Licensor has been obtained.

11d Location

Transformers shall be placed in positions out of reach of the public and shall be adequately ventilated.

11e Oil Filled Transformers

Oil filled transformers containing more than 20 litres of oil shall be mounted in a suitable catch-pit of tray capable of containing the entire quantity of oil plus a margin of 10%.

11f Frequency Converters

The Licensor shall be notified in advance of the intention to provide apparatus to convert the frequency of the electrical supply to any machine or exhibit.

12. Space for Working

Electrical apparatus (other than exhibits and portable equipment) shall be fixed in a position with adequate space for operation and maintenance.

13. Chokes and Capacitors

13a Location

Choke and capacitor equipment for fluorescent lighting shall be fixed in accessible and well-ventilated positions away from combustible material and shall be spaced at least 10 mm therefrom by an air gap or by non-combustible material.

13b Connecting Wiring

Where choke and capacitor equipment for fluorescent lighting is not contained within

the lighting fitting, any connecting wiring exceeding 1.0 metre in length shall be of PVC sheathed, PVC insulated flexible construction, placed well away from readily flammable articles and shall not be installed under flooring or in spaces enclosed by stand construction.

14 Suspended Lighting Fittings

Suspended lighting fittings (other than single lamp pendants) shall be provided with adequate means of suspension independent of the electrical conductors. Heavy lighting fittings shall be provided with a secondary means of suspension.

15 Lighting of cages

Any artificial lighting of cages or enclosures for livestock shall be arranged outside cages or enclosures and any heating shall be to the satisfaction of the relevant Authorities.

16 Lighting of Signs

16a Fixing

Electrically operated or illuminated signs shall not be fixed on woodwork or cloth unless effectively protected by non-combustible material.

16b Construction and Wiring

Internally illuminated signs shall be constructed of approved materials and wired in approved type cables (not flexible cords) which are related to the expected internal ambient temperature and adequately ventilated.

16c Location

Illuminated signs which in a way resemble exit notices and similar mandatory signs shall not be positioned in such a way as to cause confusion to the public.

17 Lighting of Showcases

17a Externally

Unless the exhibits are of an incombustible nature, showcases shall be illuminated from the outside only.

17b Internally

Internally illuminated showcases shall be constructed of approved materials and wired in approved type cables (not flexible cords) and adequately ventilated.

18 Electrical Discharge Lamp Installations

Discharge tube signs or lamp installations used as illuminated units on stands, or as part of an exhibit, whether of high or low voltage operations, shall be regarded as high voltage for the purpose of these Regulations, and conform to the following conditions: -

18a Location

The sign or lamp exhibit shall be installed out of reach of or shall be adequately protected from the public.

18b Installation

(1) Signs

The fascia or stand fitting material behind luminous signs of this nature shall be incombustible material and protected as required by BS7671 (IEC364).

(2) High Voltage Gear

High voltage gear shall be mounted on incombustible material and protected as required by BS7671 (IEC364).

18c Fireman's switch

A separate electric circuit must be used to supply such signs or lamp exhibits, and shall be controlled by an approved pattern "Fireman's Emergency Switch" in accordance with the Authority's requirements.

18d Approval

The Licensor shall be advised by persons responsible for installing this type of apparatus of their proposals prior to installation on the site. No installation of this type will be permitted unless approved by the Licensor's Engineer in writing.

19 Electrical Cookers, Kettles, Irons, Radiators etc.

19a General

See also 01b (4)

The use of radiators or heaters with exposed elements is not permitted. Any apparatus, which has a hot surface and all electrical appliances, such as electric kettles, radiators, irons etc. shall be guarded where necessary and stood or mounted on incombustible material. All appliances under this heading which are liable to exceed a surface temperature of 70 oC shall be supplied from a socket outlet having a pilot lamp indicating whether the appliance is switched on or not. Kettles, irons, radiators and similar appliances shall not be connected to the lighting circuit; they shall be separately connected to the electrical supply, or in accordance with paragraph 06k. Electric cookers shall be wired on an independently fused final sub-circuit.

19b Electric Kettles

Electric kettles shall be fitted with an automatic safety device whereby in the event of boiling dry the kettle will be automatically disconnected.

19c Adjacent Construction

Walls adjacent to all electrical cookers, irons, kettles, hotplates etc. shall be protected with non-combustible material. Shelves are not allowed immediately above any of the appliances and adequate ventilation shall be provided.

20 Batteries

20a General

Charged Batteries may only be exhibited as part of electric lighting, ignition or starting for motor vehicles, boat engines, small demonstration house lighting or other small working devices. No stand lighting shall be connected thereto. The use of approved purpose made self-contained secondary lighting fittings both of a maintained and non maintained pattern will be permitted provided that they are connected to a 24 hour supply.

20b Terminals

All terminals of charged batteries, whether in use or not, shall be fitted with a cover of incombustible material.

20c Switches and Fuses

A double pole metal clad switch with suitable fuses shall be fitted and shall control all connections serving such appliances.

20d Charging

1. Current Regulations

The battery charging unit shall be fitted with an automatic current regulator which cuts

off mains supply to the rectifier when the battery is fully charged, and is otherwise of an approved type.

2. Times for Charging

The battery shall not be charged on the stand except at times when the public is not in the Hall.

3. Charger Isolation

The circuit to the charger unit shall be directly connected to the licensors supply with it's own isolator, separate from all other circuits, to permit the isolation of these other circuits without affecting the charging circuit.

4. Enclosure

The vehicles or equipment and it's charger must stand in a free and enclosed space, the battery box cover shall be removed and the gas vents of the cells shall be cleared and inspected daily.

5. No Smoking Signs

"No Smoking" signs shall be displayed in the vicinity of the charging operation.

20e Batteries Not In Use

Charged batteries not in use on exhibit vehicles or other exhibits shall be disconnected at both terminals.

21a Harmonic Distortion

The Licensors mains normally provide an acceptably 'clean supply'. No protection is incorporated in the mains to counteract interference produced by other exhibitors equipment connected to the same source of supply. All sensitive/vulnerable equipment should be protected by filters etc.

Electrical equipment which produces harmonic distortion can cause problems for the local area supply board, the Licensor and other clients in the Hall. This equipment may only be used if adequate precautions and harmonic filters are used.

1. Any costs involved to overcome the harmonic problems will be the responsibility of the installer.

2. Liability for any costs/damage to Licensors supply equipment or others equipment lies with the installer.

3. The Licensor reserves the right to refuse to connect up any suspect equipment and disconnect any problem equipment.

21b Electro Magnetic Compatibility

Any electrical equipment radiating a magnetic field could cause problems for the Licensor and other clients in the hall. This equipment may only be used if adequate precautions and suitable screening is provided.

1. Any extra costs involved to overcome the magnetic problems will be the responsibility of the installer.

2. Liability for any costs/damage to the Licensors supply equipment or others equipment lies with the installer.

3. The Licensor reserves the right to refuse to connect up any suspect equipment and disconnect any known problem equipment.

SAMPLE

Request For Connection and Energising of Electrical Supply to Stand

Exhibition	Hall No	Stand No(s)
Main No	Main Size	

I request that the electrical supply ordered be finally connected and energised and certify that the installation has been checked, tested and is complete, ready for final inspection prior to energisation. The electrical installation on the stand complies with the requirements of the EVA Regulations for Stand Electrical Installations 1998 and any amendments thereto.

Signed

Name (Block Capitals)

On behalf of COMPANY NAME (Block Capitals)

Date

When completed this form should be handed in to

* Note: Venue printed forms only accepted.

(To be completed by each Hall)

Supplementary checks will be carried out and the supply connected and energised is satisfactory. If not, this form will be completed as failed and returned to you. Installations failing a second inspection may be subject to a re-test charge.

Contractor Tests (Tick boxes as applicable)

Test instrument readings are required for insulation and continuity

Visual	Checked	Note:
Insulation	<input type="checkbox"/> MegOhms	Final circuits rated up to 32 amps shall be protected by an RCD with a 30 mA operating current. RCD units must be performance tested at regular intervals and dated test labels attached.
Continuity	<input type="checkbox"/> Ohms	
Polarity	<input type="checkbox"/> Checked	
RCD Test Label	<input type="checkbox"/> Checked	

IN (1)	CHECKED (1)	CHECKS	REMARKS
		VISUAL	
		MAINS	
		E/LOOP.....Ohms	
		PASS	
		FAIL	Tester:
IN (1)	CHECKED (1)	CHECKS	REMARKS
		VISUAL	
		MAINS	
		E/LOOP.....Ohms	
		PASS	
		FAIL	Tester:

N.B. This is a sample test from and may vary slightly at different venues.