

Shoptalk Luxe 2027 build regulations

These regulations apply to both Shoptalk and Emirates Palace and are intended to ensure a safe, efficient, and professional environment during the show's build-up and breakdown phases. All sponsors and their contractors are required to review and fully comply with the following build regulations. Non-compliance may result no in removal from the venue or denial of build approval.

Contractors' management and supervisory staff are responsible for ensuring that all employees and subcontractors are made aware of, and strictly adhere to, Emirates Palace's Fire and Life Safety procedures, in addition to the regulations outlined by Shoptalk.

The required forms by Emirates Palace must be completed and submitted no later than three weeks before the start of any work.

-  [Contractor's Safety Guidelines & Regulation.pdf](#) - Please read the document thoroughly to familiarise yourself with the Palace's access protocol.
-  [Responsibility Letter.docx](#)
-  [Temporary Entry Permit Form.xlsx](#) - Only those listed will be granted access, so please double-check for completeness.
-  [Vehicle and driver details.xlsx](#) - Kindly provide the necessary details for access to the Palace, including vehicle and driver information. (3 weeks before show)
-  [Bring in items list.xlsx](#) A detailed list of all equipment being brought into the venue is required.

Please kindly note that Risk Assessments, method statements along with booth plans and wind calculations must be submitted no later than the **18th December**.

Top five things to consider with your build.

- **Flooring:** Raised platform is required for safety purposes, please ensure you are accounting for the floor loading limited which is 250kg per sqm.
- **Height:** 3.5m high maximum for those who have a footprint of 36sqm and greater. For anything less than 36sqm, permitted height build is 2.5m
- **Rigging:** No rigging possible. Please consider any branding opportunities overhead within your build height restriction mentioned above.
- **Open sides:** We ask that a minimum of two thirds of each open sides remains open.
- **Entry process:** Please ensure you have completed the mandatory steps provided by the venue to ensure smooth access and unloading.

Access and timetable

Please refer to the build and breakdown timetable.

The show floor will be accessible via Gate 2 for entry. We have allowed a two-hour window for registration checks and parking prior to the build commence time.

Important reminder that all contractors must carry a valid physical ID. Without it, access to the hotel will not be granted. A badge will be issued upon entry.



- 1 – Gate 2 Access – checking of Contractor docs & ID's
- 2 – Gate 2 Shoptalk reporting desk for Wristband
- 3 – Gate 2 Shoptalk reporting desk for Wristband
- 4 – Truck holding area
- 5 – Contract tent and resting area
- 6 – Show floor

Site access & vehicle movement

All crew and contractors must display valid access credentials at all times. You must register at least three weeks prior to your arrival. Please see the venue guidance linked above.

No vehicle movement is allowed on the show floor except for forklifts operated by Shoptalks official logistics contractor.

Hi-vis & PPE

All persons on site during build and breakdown must wear the appropriate PPE this includes high-visibility vest and appropriate safety footwear ie closed toe working boots/steel toe cap boots.

Fire Safety

All structures must include a fire extinguisher suitable for the activity conducted. Ensure that no materials block any fire exits. A 3-meter clearance in front of each fire exit must be maintained at all times.

Final inspection & approval

Kindly note, Abraxys is responsible for providing the Permission to Build Certificate for your booth. Once the review process is finalised, this will be issued directly to the appointed contractor.

A member of the safety team must sign off your build onsite before public access is granted. If any part of your structure is deemed unsafe or non-compliant, you will be required to modify it at your own cost before opening.

AV

Please ensure you have factored in weather conditions when organising your AV requirements, this includes sun exposure and humidity.

If you use LED screens, please ensure it is an outdoor rated LED for brightness and weatherproofing purposes. For TV screens, we advise outdoor rated TV unless your TV screen is kept within a shaded area of your booth.

If you plan to provide or use any wireless microphones on your booth other than those provided by the official AV supplier, please submit the make and model of the device

and the frequencies you plan to use for the show so these can be incorporated into our Radio Frequency plan.

This is required to avoid interference with the presentation microphones and other wireless devices used at the venue. Please note we may contact you and ask to change frequencies or equipment should they pose a risk to presenter devices.

Ceilings and doors

For enclosed booth areas (with closed ceiling area + walls i.e. any enclosed room) please ensure you have a fire extinguisher placed within your build.

Doors must have a minimum clear width 800mm; however, it is recommended that double doors are used for at least one of the exits to accommodate larger types of wheelchairs. Doors must display a suitable exit sign overhead and have a vision panel with a zone of visibility of between 500mm and 1500mm above the floor. The doors should open outwards in the direction of escape and be suitably recessed so they do not protrude into gangways.

Children on site

Children (18 and under) are not permitted on the show floor during build, open or breakdown.

Display of Logos

Displays of logos or branding outside of sponsor booth such as light beams or projections onto bare walls or gangways are not permitted. If dressing down the reverse of your booth wall, please note that this must be in a neutral tone and no logos or branding is permitted.

Electrics

All electrical requirements must be arranged directly with GES, the official electrical contractor for the show who will also manage the distribution and quality checks with the venue.

Standard power package is for 12 hours, if you require longer than this or overnight electric, GES will be able to advise.

Power will be switched on ready for sponsor access and turned off approx. 30 minutes after the show closes each day. If you need electricity longer than stated, please inform GES via their service desk.

Flooring and platforms

It is mandatory to supply a raised floor of 100mm for your booth and depending on your stand location, you may wish to incorporate a ramp within your stand build. Your platform must be of natural timber with a minimum thickness of 25mm nominal. Wood, chipboard or block board used for a floor must be a minimum thickness of 18mm. The general height of platforms should be 100mm. We advise that any platform should not exceed 170mm in height (one step) and consideration must be given to accessibility for people with disabilities and apply with DDA regulations. Platforms higher than 600mm are regarded as a complex structure and must be submitted with proof of structural integrity. Open corners of stand floors and platforms should be splayed, rounded or angled, if not protected by heavy exhibits, to avoid sharp corners and tripping hazards. Any raised platform on your stand should have a clearly outlined edge. The edge needs to be a contrast from the main floor covering so the edge can be clearly seen.

This should be detailed in your RAMS and made available should it be requested.

Forms of fixing to the terrace floor, such as cable clips, nails and bolts are strictly prohibited. It is your responsibility to ensure you bring materials such as floor protection to safeguard the venue. Sponsors and their contractors will be liable to any damage to the venue flooring.

Height

Depending on the sqm of your stand, will depend on what height you are permitted to build to.

Footprint	Height restrictions
Up to 18sqm	2.5m
36sqm +	3.5m

Gangways / Aisle

To ensure the safety of all our attendees, please follow the below gangways regulations:

- All gangways must always remain unobstructed and accessible. Your booth build, furniture, or display must not project beyond the boundary of your booth.

- Emergency exits and gangways must always remain unobstructed by any obstacles.
- Freedom of all main and cross gangways is always essential for emergency access. Plans showing emergency gangways will be available from the Organisers' Office.
- Sponsors should only work within the confines of their booth, and gangways should not be used for selling purposes. All discussions concerning sponsors products must take place within the booth space allotted.
- Doors and gates forming part of an escape should be provided with a clear vision panel at sight level and must be hung to open in the direction of escape, clear of any steps, landings or gangways. Where necessary doors must be recessed so as not to open onto or obstruct the required width of any gangway or other escape route.
- All booth structures, signs, products, etc. must be contained within the area allotted and may not project into or over the gangways. No items will be allowed to project into or over the gangway below a height of 2.2m – this includes stand fitting such as window boxes, bay windows, flag poles, etc.
- Gangways adjacent to any booth or stage used for demonstrations or performances must be maintained clear of obstruction. Additional space for an audience, where applicable, must be planned into the floor layout, as people are not permitted to congregate in the gangways.
- Demonstration areas must be confined with allotted sponsor booth space so as not to interfere with any traffic in the aisles. Sponsors must contract sufficient space to be able to comply with this rule. When large crowds gather to watch a demonstration and interfere with the flow of traffic down the aisles or create excessive crowds at neighbouring booths, it is an infringement on the rights of other sponsors and aisles may not be obstructed at any time. Aisles adjacent to any booth or stage used for demonstrations or performances must be maintained clear of obstruction.

Forklifts

K+N Logistics are the official contractors for logistics, shipping and forward freighting and are the only permitted operator of forklifts for the show. If you have forklift requirements please reach out to them directly to organise. They can be contacted on:

Email: uk.shoptalk@kuehne-nagel.com

Noise

Sponsors are expected to keep noise levels at a reasonable volume at all times; the organisers reserve the right to request a reduction in noise or to halt activities if deemed disruptive

Storage

Gentle reminder: The Show floor is situated on the Emirates Palace Terrace, which is external to the building. For this reason, please plan your booth accordingly for weather conditions. This includes factoring in how items will be **stored or secured overnight**, as well as the **daily dressing of booths** each morning.

We strongly recommend incorporating storage solutions into your booth design or coordinating with the official show contractors to ensure proper accommodations.

Vehicles

Vehicles on stands

All items that run on fuel, including vehicles, machines, vessels and more, are only allowed on the show floor when their fuel tanks and hoses are fully empty and properly and permanently sealed. Battery connections must be loosened.

- If you plan to display a vehicle on your booth, please ensure you have informed Shoptalk sponsor_support@lux.e.shoptalk.com with the details of the vehicle and ensure it is approved in your booth plans and RAMS which should be submitted directly to Abraxys.

For the build up and breakdown duration, please wait on further guidance for load in protocol.

Vehicles for load in

All vehicles will follow the check in process listed on page one of this document. Each vehicle will then be queued and guided down to the show floor, once safe to do so by the security team. Vehicles are permitted to go up to 20Km/h and will have a time restriction for unloading. Please refer to the build timetable for your permitted entry day, this will be based on your stand build sqm footprint.

Venue

No parts of the buildings or technical installations may be damaged, contaminated or altered in any way (e.g. by drilling holes, or by inserting screws or nails); they may not be painted or papered over, and nothing may be pasted on them. No parts of the terrace or technical installations may be used to support stand structures or exhibits.

Walling and open sides

Space only sponsors must supply their own walling and must not use the backs of walls provided by other sponsors. Should your booth neighbour a 3x3 or a 3x6 booth which has a lower walling regulation, you must ensure that the reverse of your booth is dressed accordingly meaning that the walling visible should be neat and finished in black or a neutral colour. Sponsors are not allowed to apply any type of visual elements such as logos, writings or flags on the exceeding area.

Sponsor booths and walling must be positioned in such a way as not to obstruct the view of the adjacent booths or rest of the show. This means that at least two-thirds of the run of meterage of each open side must be open. Low walling or handrails up to 1.1m height are considered 'open'

The outside finish must be the same as inside or equivalent in quality of build.

Weight limits

The Palace Terrace will have a 250Kg per sqm.

Work

The use of angle grinders, cutting wheels, open flames, welding, flame-cutting, soldering, abrasive grinding, or any other activity involving exposed flames or producing sparks is strictly prohibited.

In exceptional circumstances, hot work may be permitted during the setup and dismantling of exhibition or event installations, but only following a written request and formal approval.

For tools that generate dust (e.g., saws), their use is not allowed unless they are fitted with dust collection bags or suction systems.

All requests for approval must be submitted to Shoptalk, who will carry out the necessary steps to obtain authorisation.

Weather management

Please ensure you prepare for all weather occurrences, this includes wind, wet weather, heat and sandstorms.

Heat

As part of health and safety training those working on the site should be encouraged to protect themselves by:

- Staying under cover during the hottest time of the day - late morning to mid-afternoon. If being outside cannot be helped, use sunscreen of factor 50, wear a hat and stay in the shade if possible.
- When travelling always carry a bottle of water and drink lots of fluid. Water can be found at within the contractor's tent, located on vehicle load in location.
- Choose the right clothes. It may sound obvious, but light-coloured, loose cotton clothing can help you stay cool in the heat. Dark colours absorb the light and can make you feel even warmer.
- Eat normally but try to have more cold foods. Salads and fruits are particularly good as they contain a lot of water.
- Being aware of the signs of heat stress, typically extreme thirst, fainting, exhaustion, loss of concentration and heat stroke. First aid can be located on the far left of the show floor. Please see the floorplan.

Wind

High winds can pose further threats to people, particularly those working at height and it may be necessary to curtail such work in some circumstances. All external structures are to be designed by a competent Structural Engineer to resist expected wind loads. Wind loads should be derived by the Structural Engineer taking account of local design wind speeds.

Sand/Dust Storms

Sand/Dust Storms are identified to occur during the hotter months (June & July) with January and December being the months with the lowest aerosol concentrations and therefore the lowest frequency of dust storms.