

EXHIBITOR WORKSHEET

Stand materials: fire evidence checklist

Companion to “Will Your Exhibition Display Meet the Venue’s Fire Safety Rules?”. Each step cites what the study found. The venue or organiser decides what it accepts; this is not compliance advice.

[] 1. Find the rules that apply to your event

Get the organiser’s exhibitor manual and the venue’s rules, and note which eGuide edition they point to. Evidence: 11 of 15 venues point exhibitors to the eGuide (in their rules or by hosting a copy), but only 3 name a fire standard for stand materials in their own documents.

[] 2. Write down the fire test those rules name

The eGuide (clause 94) says all stand materials shall be: “Compliant with the British Standard relevant to the particular material or item and ultimately, non-combustible, inherently non-flammable or durably flameproof in accordance with BS 476-Part 7”. It does not mention DIN 4102, B1, EN 13501 or BS 5867. Record exactly what your rules say, including any item they apply to.

[] 3. Check every item’s product page

Record whether the page names a fire test standard, uses fire-retardant wording only, or says nothing. Evidence: 79.7% of 1,034 product pages make no product-specific fire statement.

[] 4. Compare the test named by supplier and rules

Evidence: 119 of 144 pages naming a standard cite DIN 4102 or a bare B1 label. Where the supplier’s test differs from the one your rules name, ask the venue or organiser in writing whether it is accepted. This worksheet does not assess equivalence.

[] 5. Ask for a test certificate for each material

The eGuide says: “Test certificates must be available for inspection for any materials intended to be used.” Evidence: only 10 of 1,034 pages offer a certificate, so ask the supplier in writing and keep the reply.

[] 6. Do not stop at the table cover

Evidence: 65.7% of table-cover pages state fire performance, against 20.4% of fabric backwalls and 6.9% of counters. Cover backwalls, banners, flooring and dressing materials too.

[] 7. Have the evidence on the stand

Keep certificates where you can show them during build-up and the show. The eGuide also says: “British Standards are the minimum acceptable standards for construction materials. Suitable samples of materials may be submitted to the venue for approval. Materials may be tested on-site to ensure that they comply.”

What this checklist cannot tell you

Whether a particular product passes a particular test, whether one fire standard is equivalent to another, or what a venue’s safety officer will accept on the day. Only the venue or organiser can confirm acceptance, so get it in writing before you order.

Evidence: product pages of 39 UK display suppliers, rules of 15 UK venues, 20 organiser exhibitor manuals and the AEV eGuide (August 2026), captured 29 September 2026. Sources: https://cdn.asp.events/CLIENT_AEV_30A5AAAF_5056_B740_1746BDBB4A667186/sites/ev2022/media/eGuide/2026/eGuide-August-2026-clean-version.pdf

Item-by-item record

Event: _____ Venue: _____ Rules / eGuide edition: _____

Fire test named in the rules: _____ Certificate rule (quote): _____

Stand item	Supplier and product page	What the page says (standard / wording / nothing)	Standard on certificate	Certificate held (date)	Accepted by venue or organiser? (who, date)
Fabric backwall					
Pop-up or modular frame graphics					
Roller banners					
Counter or plinth					
Table cover					
Flooring or carpet					
Lightbox					
Shell-scheme graphics					
Drapes or dressing					
Other: _____					

Questions to send each supplier: Which fire test has this exact product (fabric and print) passed, and to what class? Can you send the test certificate? Does the certificate cover the printed material we are buying?

Checked by: _____ Date: _____