

STAND PLAN SUBMISSION GUIDELINES

It is a condition of exhibiting that all Exhibitors, that have booked a 'space only' area, submit stand design proposals and safety paperwork.

This is so we can identify any areas where the stand build may not comply with the Organiser's commercial regulations, or the significant eGuide Building regulations such as travel distances, complex requirements etc.

These checks can help you address non-compliance at planning stage, to minimise the likelihood of onsite disputes and potential reconstruction costs.

Stand plans do not have to be complicated, but do need to be clearly readable and show the following information, to enable us to carry out the inspection:

What we need from you ?

1. Plan (bird's eye) view drawing – sample drawings below

- The overall dimensions of the stand (the entire stand, not just any system or trussing within it).
- The positions of ALL walling/construction/stand-fitting/enclosed rooms/furniture etc. and the layout and details of any product/exhibits (i.e., trucks/machinery etc.).
- The plan should clearly show any partition walls in place dividing you from neighbours or the Venue wall (if applicable) and ALL construction along open sides of the stand (backs of offices/kitchens/store rooms etc. all count as perimeter walling).
- The position of any suspended elements, including truss (if permitted).
- Water or waste connections should be indicated.
- The stand plan should be drawn in a recognisable scale e.g. 1:20, 1:25, 1:33⅓, 1:50, 1:75, 1:100 and 1:200.

2. Elevation view drawing – sample drawings below

- Elevation drawings should be submitted showing the view from all open sides of the stand.
- The overall height of ANY stand-fitting, both ground-supported and any suspended from the hall ceiling (if permitted).
- Elevations must show construction along the perimeter edges and should clearly show whether the construction is walling, fascias etc., or open space.
- Clear details of suspended elements, including materials.
- Details of the flooring on the stand, including the height of any raised floors and sub floors.
- Any objects on the stand such as balloons, water features, or flagpoles must be shown.

3. 3D drawings of each open side if available.

4. *Risk assessment

5. *Method statement

6. *Construction Phase Plan (if applicable)

7. *Stand Plan submission form (if applicable)

***Each show is different and so please review the Exhibitors Manual for full submission requirements.**

Please ensure all drawings and information is submitted in English clearly detailing the show name, stand name & stand number. information can be sent to us by email, fax or post (preferably by email) and must contain full contact details.

A full submission speeds up the inspection process and so please provide full information by the due deadline date

Please note, stand designers are responsible for identifying if a stand is 'Complex'. If complex, in addition to the above requirements, you must also submit full construction drawings and structural calculations.

Complex stands are defined as:

- Any structure, regardless of height, which requires structural calculations or has had input from an Engineer.
- Any part of the stand or exhibit that exceeds 4m in height.
- A two-storey/multi storey stand.
- Rigging/suspended structures – bespoke structures including wooden and metal construction, suspended stand build, timber clad lighting rigs and timber structures suspended from the permanent roof of the hall etc.
- Platforms (raised floors) and stages over 0.6m in height.
- ALL platforms (raised floors) and stages for public use, of any height (not including stand floor flats and platforms).
- Tiered Seating.
- Temporary demountable structures.
- Sound/lighting towers.

***The venue reserves the right to deem a structure 'complex' where this has not been correctly determined by the designer.**

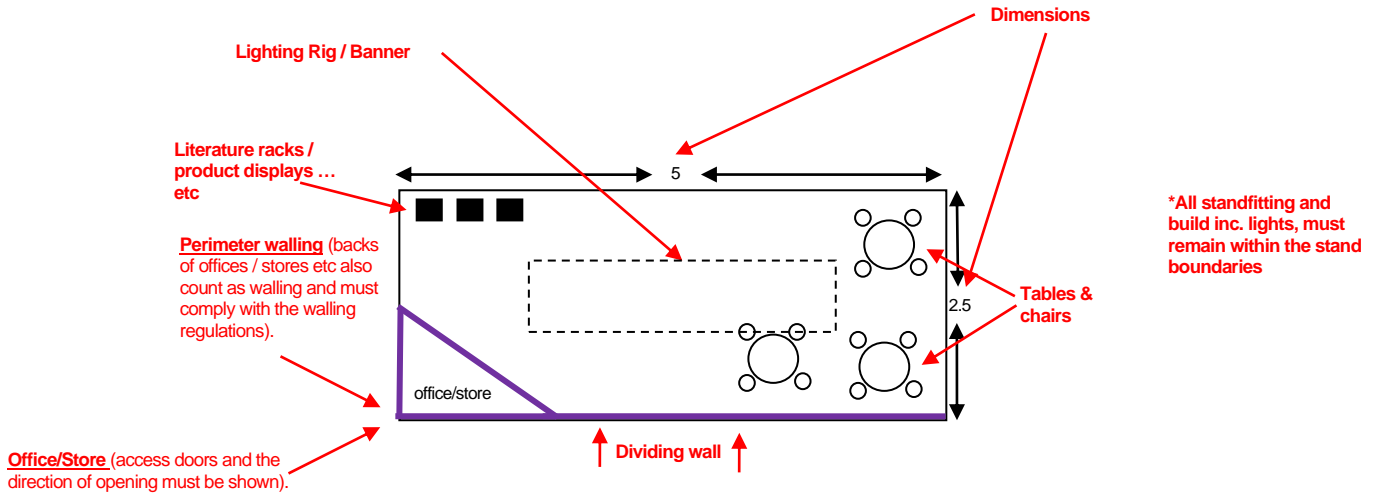
When do we require the information ?

Each event has their own submission deadline(s). These are detailed in the Exhibitors Manual.

Generally, 'complex' stands must submit at least 8-12 weeks prior to build and 'non-complex' 6-8 weeks prior to build.

This gives all parties time to review the information and manage the inspection with each Stand designer and Stand holder.

Example of a plan view drawing:



Examples of elevation view drawings:

