

4m high and under single storey stand submission checklist

To help ensure that your stand plans are checked and processed in a timely manner, it is really important that you have submitted all the requested information below. Failure to not submit all the necessary documents may result in delays in issuing permission to build, incurring additional costs for having to make amends to your stand designs and further delays on site.

IMPORTANT – please tick each item below to confirm that you have submitted all these documents to be checked and share this checklist with your stand plan submission to Ops Squad via the online stand plan submission platform.

☐	Full dimensional stand plans		Stand Visuals
☐	height of stand from venue floor to top of dividing back wall	☐	Showing overall layout and design of stand
☐	height of stand from venue floor to top of all structures	☐	Visual of the material for any long runs of walling along open sides
☐	Height of any platform and details of ramp	☐	Confirming any doors on stands have a vision panel
☐	Length and width of stand		
☐	Length of any long runs of walling along open sides	☐	Glazing , if applicable Confirmation that any glazing conforms to the regulations
☐	Any enclosed rooms		

☐	Risk Assessment	☐	Method Statement
	Templates & guidance available here		Templates & guidance available here
	Suitable & sufficient document showing all risks with building and dismantling the stand. Consider:		Suitable & sufficient document detailing your method on how this stand will be constructed safely and on time. Consider:
	• Working at height		• Exhibition Timetable
	• Electrical Installations		• Staffing Levels
	• Manual handling		• Equipment needed
	• Laying of platforms		• Stability
	• Use of tools		• Waste management
	• Staff welfare		• Erection and timetable of build
	• Long working hours		

☐	Construction & Dismantle Phase Plan	☐	Public Liability Insurance
	Document to demonstrate that you have thought about health & safety involved with the construction and dismantling of your stand Templates & guidance available here		Send a copy of your Public Liability Insurance showing that the principal contractor holds and maintains appropriate Public Liability Insurance with a minimum limit of indemnity of not less than £2,000,000 per claim

☐	Waste Management Plan
	Provide a detailed plan on how you are managing your stand build waste during build and Dismantle. We expect every space only stand to order a waste removal service through excel exhibitor services

Are you suspending any items above the stand? If so then please ensure you have also checked the [Stand Plan Submission Checklist](#) for these structures.