

## Over 4m high 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.**

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

| <u>Technical Structural Drawings</u> |                                                                                                                                   | <u>Structural Calculations</u> |                                                                                                                                                                      |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>             | Dimensioned construction drawings showing exactly how a proposed Complex Stand is constructed, this should include the following: | <input type="checkbox"/>       | Structural design calculation report justifying the proposed Complex Stand, prepared by a suitably qualified structural engineer, this should include the following: |
| <input type="checkbox"/>             | Details of the primary framing members e.g. spans, section sizes, materials and grades etc.                                       | <input type="checkbox"/>       | A description of the stand name and number, the event name, location and time period of installation.                                                                |
| <input type="checkbox"/>             | Plan and elevations drawings of the primary structure.                                                                            | <input type="checkbox"/>       | The structural design engineering company's name, contact and qualifications.                                                                                        |

|                          |                                                                                                                                                |                          |                                                                                                                                                                                                                                              |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Description and details of any secondary structure, cladding and signage that could affect the structural behaviour.                           | <input type="checkbox"/> | Description and values of the proposed vertical and horizontal loads, including allowance for any internal wind pressures.                                                                                                                   |
| <input type="checkbox"/> | Key details of how the stands overall stability is to be ensured e.g. base fixings detail, ballast quantiles and locations and fixings method. | <input type="checkbox"/> | Analysis and design calculation justification of the primary framing members and key fixings details.                                                                                                                                        |
| <input type="checkbox"/> | Structural details of any fixings required to ensure stability of stand.                                                                       | <input type="checkbox"/> | A description of the stands stability system, including detail of quantities and locations of stability ballast or base fixings if required.                                                                                                 |
| <input type="checkbox"/> | Structural details must be reflective and consistent with the structural design report.                                                        | <input type="checkbox"/> | Analysis and design calculations justification of the proposed stands global and localised stability against horizontal loads, including allowance for any internal wind pressures or accidental loads. E.g. overturning and sliding checks. |
|                          |                                                                                                                                                | <input type="checkbox"/> | Base bearing check calculation of any concentrated loads against the venue halls allowable floor loads.                                                                                                                                      |

|                          |                                                                                                                          |                          |                                                                                                                          |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <b>Risk Assessment</b>                                                                                                   | <input type="checkbox"/> | <b>Method Statement</b>                                                                                                  |
|                          | Templates & guidance available <a href="#">here</a>                                                                      |                          | Templates & guidance available <a href="#">here</a>                                                                      |
|                          | 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: |
|                          | <ul style="list-style-type: none"> <li>Working at height</li> </ul>                                                      |                          | <ul style="list-style-type: none"> <li>Exhibition Timetable</li> </ul>                                                   |
|                          | <ul style="list-style-type: none"> <li>Complex structures and use of lifting equipment/need for complex lifts</li> </ul> |                          | <ul style="list-style-type: none"> <li>Equipment needed, including complex lifts</li> </ul>                              |
|                          | <ul style="list-style-type: none"> <li>Electrical Installations</li> </ul>                                               |                          | <ul style="list-style-type: none"> <li>Staffing Levels</li> </ul>                                                        |
|                          | <ul style="list-style-type: none"> <li>Manual handling</li> </ul>                                                        |                          | <ul style="list-style-type: none"> <li>Stability</li> </ul>                                                              |
|                          | <ul style="list-style-type: none"> <li>Laying of platforms</li> </ul>                                                    |                          | <ul style="list-style-type: none"> <li>Waste management</li> </ul>                                                       |
|                          | <ul style="list-style-type: none"> <li>Use of tools</li> </ul>                                                           |                          | <ul style="list-style-type: none"> <li>Erection and timetable of build</li> </ul>                                        |
|                          | <ul style="list-style-type: none"> <li>Staff welfare</li> </ul>                                                          |                          |                                                                                                                          |
|                          | <ul style="list-style-type: none"> <li>Long working hours</li> </ul>                                                     |                          |                                                                                                                          |

|                          |                                                                                                                                                                                          |                          |                                                                                                                                                                                                                         |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <b>Construction &amp; Dismantle Phase Plan</b>                                                                                                                                           | <input type="checkbox"/> | <b>Public Liability Insurance</b>                                                                                                                                                                                       |
|                          | Document to demonstrate that you have thought about health & safety involved with the construction and dismantling of your stand.<br>Templates & guidance available <a href="#">here</a> |                          | 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 |

|                          |                                                                                                                                                                                                       |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <b>Waste Management Plan</b>                                                                                                                                                                          |
|                          | 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.