

Compulsory Shell Scheme Construction Form

Please return this form alongside the required paperwork to your Account Manager

Companies Details

Company Name:

Stand Number:

Contact Name:

Telephone Number:

Email Address:

Contractors Details

If you are using a contractor, please complete the details below:

Company Name:

Contact Name:

Telephone Number:

Email Address:

Construction Type

COMPULSARY - Please tick one of the following 2 boxes:

☐ **No amendments required**

If none of the outlined activities below apply to your stand and you are using the shell scheme stand as provided please tick the box and return the form only.

☐ **Fascia Removal Request**

If you would like remove the name board fascia.

Please note if your neighboring stand also requests the fascia to be removed you may be required to have a 1m support wall on each open side. Where this is the case you may be contacted by our Health and Safety team.

Please tick one of the following if you are erecting a pop up within your shell scheme:

☐ **Erection of Pop-up stand**

If you are planning on bringing a pop up stand please supply the following:

- Dimensions of pop-up
- Visual/ Picture
- Contact Details of the person erecting the pop-up

☐ **Other**

Please submit a Risk Assessment if you are carrying out any amendments to the standard shell scheme provided.

Once your stand is erected with the above changes you will be charged for further amendments onsite.