



What to include in a stand plan submission?

- All plans, structural calculations and documentations must be in English and should clearly state the exhibiting company's name, stand number and the contact name, company and contact details of the contractor responsible for the stand build. Please try to ensure you are including all required information in one email submission.
- One copy of the plan view showing the dimensions and positions of walling, features, major working exhibits, flooring, demonstration areas, audio visual equipment as well as any suspended structures/balloons/inflatables.
- One copy of each elevation showing all dimensions, stability of any walling and overall build height.
- Any suspended element must be shown on rigging plans to include its dimensions, position, height, materials/system used and method of construction.
- Full visuals/photographs to support the technical plans.
- A risk assessment and method statement for the stand build up & breakdown
- A construction phase plan for the stand.
- A copy of the public liability insurance (minimum cover £2 million GBP (or the equivalent if detailed in a different currency). This should be provided by the company responsible for building the stand.
- Please make sure your client has permission from Clarion Gaming for any suspended elements. Your plans will not be granted permission to commence build if they include any suspended elements without the appropriate permission from the organiser.
- Detail all building materials to be used.
- Details must prove structural stability.
- Fire certificates for fabric banners/plants etc.
- Positioning of DJ booths.
- Details of special risks to include vehicle exhibitors.
- Approval for a stand from a previous show will not be accepted as proof of permission to commence build and plans must be submitted afresh for every show.
- Permission to commence build must not be assumed until written permission is received from Essential Events.
- When written permission to build has been granted for the original design, no alterations may be made without the agreement of Essential Events. Any changes or amendments to the design or change of contractor will require a full resubmission of plans and will be subject to an additional resubmission fee.
- All submissions MUST include your waste management plan, including confirmed orders from Excel London.
- All submissions MUST include your stand Design Inspection form.