

# STAND DESIGN INSPECTION FORM

This form must be submitted by ALL space only exhibitors with the relevant information by the applicable deadline as detailed below. **PLEASE COMPLETE THE FORM ELECTRONICALLY**



## PLAN SUBMISSIONS

Please supply plans and supporting information in one complete submission by the relevant deadline detailed below to **Event Support Solutions** for inspection:-

**Event Support Solutions Limited**

Email: [plans@eventsupportsolutions.com](mailto:plans@eventsupportsolutions.com)

<b>Exhibiting Company Name</b>	<b>Stand No</b>
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## DEADLINE DATES & FEES

\*Payment of the following plan fees will be invoiced by ESS and must be paid prior to drawing comments being issued.

<b>Complex</b> (double deck/multi storey stand plans) <b>Friday 3<sup>rd</sup> November</b>	<p><b>Deadline:</b> ALL documents <u>inc. calculations/safety paperwork</u> must be submitted by <b>Friday 3<sup>rd</sup> November 2023</b> *incomplete submissions will not be accepted and will be subject to late fees.</p> <p>-Inspection fee <b>£190 + VAT</b> -Complex double deck stand fee <b>£585 + VAT</b> (covers preshow &amp; onsite structural inspection NOT provision / drafting of calculations)</p> <p><b>TOTAL £775 + VAT</b> (not including any late fees for late submission)</p> <p><i>*if calculations or complete information is not provided by 3<sup>rd</sup> November 2023 late fees of £5,000+VAT will initially be applied.</i></p>								
<b>Complex</b> (single storey, >4m, rigging stand plans) <b>Friday 3<sup>rd</sup> November</b>	<p><b>Deadline:</b> ALL documents <u>inc. calculations/safety paperwork</u> must be submitted by <b>Friday 3<sup>rd</sup> November 2023</b> *incomplete submissions will not be accepted and will be subject to late fees.</p> <p>-Inspection fee <b>£190 + VAT</b> -Complex stand fee <u>per complex element</u> <b>£385 + VAT</b> (covers preshow &amp; onsite structural inspection NOT provision / drafting of calculations)</p> <p><b>TOTAL £575 + VAT</b> (not including any late fees for late submission)</p> <p><i>*if calculations or complete information is not provided by 3<sup>rd</sup> November 2023 late fees of £5,000+VAT will initially be applied.</i></p> <p><i>*In line with new Engineer pricing, if the design is complex and ALSO features complex rigging, TWO complex charges will apply.</i></p>								
<b>Non-Complex Stand plans</b> <b>Friday 1<sup>st</sup> December</b>	<p><b>Deadline:</b> ALL drawings/safety documents must be submitted by <b>Friday 1<sup>st</sup> December 2023</b></p> <p>-Inspection fee of <b>£190 + VAT</b> *incomplete submissions will not be accepted and will be subject to late fees.</p> <p><b>TOTAL £190 + VAT</b> (not including any late fees for late submission)</p> <p><i>*if full information is not provided by 1<sup>st</sup> December late fees of £1,500+VAT will be applied</i></p>								
<b>Re-inspection</b>	Should the stand location, dimensions, design or builder/contractor change, a re-inspection fee will be charged at the standard inspection fee of <b>£190 + VAT</b>								
<b>Late Submission Fees</b>	<p>It is vital that full stand plans with complete supporting calculations/safety paperwork are submitted to Event Support Solutions prior to the submission deadlines.</p> <p><b>Complex plans/calculations/complete information</b> not submitted before the deadline will be charged a minimum late submission fee of <b>£5,000+VAT</b>.</p> <p><b>Non-Complex plans/complete information</b> not submitted before the deadline will be charged a minimum late submission fee of <b>£1,500+VAT</b>.</p> <p><b>Complex &amp; Non-complex</b> - Additional late fees will be charged in addition to the above on a sliding scale and will increase by £250 every week you are beyond the deadlines as follows:-</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1 week overdue: additional £250</td> <td style="width: 50%;">2 week's: additional £500</td> </tr> <tr> <td>3 week's: additional £750</td> <td>4 week's: additional £1,000</td> </tr> <tr> <td>5 week's: additional £1,250</td> <td>6 week's: additional £1,500</td> </tr> <tr> <td>7 week's: additional £1,750</td> <td>8 week's: additional £2,000</td> </tr> </table>	1 week overdue: additional £250	2 week's: additional £500	3 week's: additional £750	4 week's: additional £1,000	5 week's: additional £1,250	6 week's: additional £1,500	7 week's: additional £1,750	8 week's: additional £2,000
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5 week's: additional £1,250	6 week's: additional £1,500								
7 week's: additional £1,750	8 week's: additional £2,000								
<b>Invoice Amendement</b>	Any amendement requests or reissuing of invoices will be charged an administration fee of £50 per invoice.								

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## BILLING INFORMATION

Please complete the billing information below. We are unable to accept submissions without this information:-

*\*PLEASE ENSURE THIS IS ACCURATE AS CHANGES TO INVOICES WILL BE CHARGED ACCORDINGLY UK VAT will be charged*

\*Payment of the plan fees will be invoiced by ESS and must be paid prior to drawing comments being issued.

Company Name		VAT No.	
Address, County, Country, Postcode			
Contact Name		Contact Tel	
Contact Email			

## SUBMISSION DETAIL

Exhibiting Company Name		Stand No	
Please confirm the stand dimensions in meters?			
Please confirm the total height of the stand build from the Venue floor in metres?			
What day & time slot have you been given to arrive onsite to start construction?			
*Complex rigging must be built and ready for Engineers inspection by Friday 11am			
*If you have not received this please contact <a href="mailto:ICE.support@clariongaming.com">ICE.support@clariongaming.com</a>			

### PLEASE TICK BELOW ALL COMPLEX ELEMENTS THAT APPLY:-

<input type="checkbox"/> Two-storey (Permitted ONLY on island stands with Organisers written permission). Upper floor square meterage? _____	<input type="checkbox"/> Complex rigging (suspended stand build, items not manufactured for rigging, bespoke constructions, modified rig systems, timber additions etc.). *Please refer to regulations
<input type="checkbox"/> >4m build (All build over 4m in height is deemed complex)	<input type="checkbox"/> Freestanding lighting towers
<input type="checkbox"/> Platforms/stages (used by public. ANY HEIGHT but not overall stand platforms or floor flats)	<input type="checkbox"/> Stepped access >60cm Height of the stepped access _____
<input type="checkbox"/> Temporary demountable structures	<input type="checkbox"/> Tiered seating
<input type="checkbox"/> Complex structure (identified as having input from an Engineer and/or the design requiring structural calculations or is >4m)	<input type="checkbox"/> Platforms/stages >60cm in height Platform/Stage height _____

### BUILDING MATERIALS

Please detail below the materials used i.e. metal, MDF, chipboard, OSB, ply, glass (type and thickness), Perspex etc.

Floorcovering	
Stand structure inc. frame	
Rigged structure*structures built from timber onsite are not permitted	Please ensure you complete and submit the Rigging Application form available via ESS Ltd

**PLEASE NOTE - ALL** stands must be designed with sustainability and reusability in mind, such as system build or stock panel design (with integral framing). **Disposable stands, stands built from scratch must be avoided.**

- All timber constructions must have a timber frame **built first** comprising of connected horizontal and vertical cross-bracing.
- Sanding and cutting in the hall without extraction is not permitted.
- Stand build requiring excessive cutting and sanding will not be permitted. **Cutting of MDF is not permitted.**
- All materials and build materials must be fit for purpose, meeting fire regulations and filler must be water based.

**CONSTRUCTION WILL BE STOPPED** if unsuitable materials such as pallets of sheets, chipboard are found upon arrival and stands are built from scratch, or there is excessive cutting and sanding, aiseways are blocked and work hasn't been properly planned or unsuitable materials found. **Please consider the environment when producing your stand and ensure to use recyclable and re-usable materials.**

**SUBMISSION CHECKLIST**

- Scalable plan views showing dimensions and location of all standfitting, construction, furniture and exhibits
- Elevation view drawings showing all heights, including any rigging
- Details of flooring and any raised platforms
- Risk Assessment for the build and dismantle of the stand
- Method Statement for the build and dismantle of the stand
- CDM Phase Plan for the construction and dismantle phases
- Details of any rigging (suspended elements from the hall ceiling)
- List of stand fitting materials confirming their compliance with [eGuide](#) regulations

**FOR COMPLEX STANDS | In addition to the above the following documentation must be submitted**

- Construction drawings and static calculations to prove the stability of all complex elements
- For multi-storey stands AND stands with steps, please provide step, handrail and balustrade drawings showing all step dimensions, handrail & balustrade heights and details of handrail & balustrade infills. Loading details must be specified in the calculations
- Fire & Escape plan showing travel distances from upper floors to aisles, signage proposals & smoke detection
- For super platforms & multi-storey stands, please submit the two storey Method Statement, template available via the [eGuide](#).

<b>Stand Construction Company</b>			
<b>Contact</b>		<b>Tel</b>	
<b>Address</b>			
<b>Email</b>			
<b>Onsite contact</b>		<b>Onsite mobile number</b>	
<b>Onsite email</b>			

**Declaration:**

I, the responsible project manager / foreman / site manager (please delete), hereby declare that the above information is true and that the stand complies with the show stand-fitting regulations and [eGuide](#) stand build regulations and is safe and fit for purpose utilising compliant build materials.

<b>Signed</b>		<b>Date</b>	
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PLEASE CONFIRM DETAILS OF ALL STAND DESIGN ELEMENTS THAT APPLY	DETAILS/ANSWER
Does the stand join onto others or the venue wall? If yes, please confirm the dividing wall proposals & height?	
Please confirm all partition/dividing walls will be dressed neatly <u>in white</u> overlooking any neighbouring stands? <u>The rear of walls must look as neat as the front.</u>	
Please confirm if the stand features a raised floor and height? If yes, please confirm if a wheelchair ramp has been integrated and confirm ramp width?	
Please confirm if the stand features any walling on open sides? If yes, please confirm the length?	
Please confirm if the design features any closed rooms with fabric or solid ceilings? If yes, all rooms closed with ceilings require illuminated exit signs, please confirm?	
Please confirm all doors leading to closed rooms contain a vision panel? All doors must contain a vision panel(s)/windows. Meeting room doors full-length vision panels.	

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<p>Please confirm if the stand features any rigging/suspensions from the hall roof? If yes, please confirm the height. If yes, we require the rigging materials. <i>All bespoke rigging inc lettering, rigging with timber, modified systems etc. are deemed complex. You are responsible for declaring complex rigging.</i> <i>*ALL complex rigging must be constructed and ready for an Engineers inspection before 11am Friday 2<sup>nd</sup> February. If you cannot build rigging in time, you will need to modify proposals</i> <i>*Rigging built from timber onsite is no longer permitted at ICE</i></p>	
Will the rigging feature any complex digital elements and programming needs?	
Please confirm if the stand features any low lights e.g. below 2.1m?	
Please confirm if the stand features any neon lighting?	
Please confirm if the stand has working exhibits?	
Please confirm if the stand features a 'working' kitchen?	
What is the maximum walkable travel distance from the furthest point(s) on a stand to a gangway?	
<u>Two-storey stands only</u> ; What is the maximum walkable distance from the furthest point(s) on an upper floor <u>to</u> a gangway?	
Please confirm the stand build will be completed by 4pm on Monday 5 <sup>th</sup> February for inspection by the Structural Engineer	
<p>Please advise if you intend to use your own plant equipment onsite.</p> <p>Using own <input type="checkbox"/></p> <p>Hiring onsite <input type="checkbox"/></p> <p>Not applicable <input type="checkbox"/></p>	<p><i>Please tick those that apply</i></p>
<p>Please confirm how you will remove waste e.g Venue bins, Removing own</p> <p>Removing own waste <input type="checkbox"/></p> <p>Hiring bins onsite <input type="checkbox"/></p> <p><i>*Stands found to use single use materials, chipboard etc. must rent a bin from London ExCel</i></p>	<p><i>Please tick those that apply</i></p>

## SUMMARY OF KEY SHOW REGULATIONS

### DOUBLE DECK STANDS

- Double deck stands are only **permitted on island sites and ONLY with prior approval from the organiser.** Stand plans & static calculations must be submitted by 3<sup>rd</sup> November 2023
- Please note triple deck structures are not permitted

### RIGGING

- All rigging is permitted however bespoke build, modified rig structures, timber build/frame/cladding and elements including exhibits not designed to be hung will be deemed complex and complex rules, requirement for calculations apply
- Branded rigged items is deemed sponsorship. Please contact Clarion
- All complex rigging must be raised by 12:00pm on Friday 2<sup>nd</sup> February 2024. The Engineer must inspect and give permission for the rigging to be raised via issuing a 'Permit to Rig' slip  
IF YOU CANNOT CONSTRUCT AND RAISE YOUR RIGGING PRIOR TO FRIDAY THEN YOU MUST AMEND THE RIGGING  
Please review your access day and discuss with Clarion to ensure rigging can be achieved.
- Any rigging containing branded elements must be a minimum of 1 metre distance from any partition walls with neighbouring stands
- There is no maximum height, hall height subject to Venue services/beams etc. Elements must hang no lower than 4m from the floor
- Floor-ceiling rigging is not permitted. A physical connection between rigged elements and ground floor build is not possible at this venue

### HEIGHT LIMITS

- Double deck - The maximum height limit is 6m
- Single storey - The maximum height limit is 4m  
*\*If you wish to build a single storey stand above 4m this will be subject to approval from the Organiser and only permitted on one side if located on the perimeter of the hall only*
- Rigging - there is no maximum height, hall height subject to Venue services/beams etc.  
Elements must hang no lower than 4m from the floor

## TOPS OF STANDS

- As stands are visible from gallery rooms and corridors, the tops of all stands must be dressed.

## PARTITIONS, WALLING AND FLOORING

- **Partitions** - Space only sites are not provided with any partition walling. On divided sites (where the stand adjoins neighbouring stands or the Venue), Exhibitors are responsible for erecting their own walls meeting with the following requirements: -
  - Partitions must be a minimum height of 2.5m. The rear must be dressed above 2.4m in a plain, neutral colour.
  - Partitions must be solid and run for the full length of each closed side.
  - Branding and logos are not permitted on the rear of dividing walls where these overlook neighbouring exhibitors.
  - Exhibitors may not use the back of the other stand walls without the consent of the exhibitor concerned.
  - Exhibitors adjoining a shell scheme stand may not use the reverse of the neighbouring shell as their dividing wall.
- **Walling** - Solid runs of construction/walling along gangway edges are forbidden. All stands, irrespective of height, must have at least 50% of each frontage either open or fitted with (approved) transparent material with no more than a 4m continuous run of solid walling. Where runs of walling are to exceed 4m, a minimum of 1m wide visual break must be incorporated. The break must span between 0,5m-2m in height measured from the stand floor. This ensures a break for both wheelchair users and standing people. Furthermore, a visual break must be 100% transparent. Frosted windows will not be permitted as this contravenes a visual break. Please take neighbouring exhibitors into account when designing your stand.
- **Flooring** - Space only sites are not provided with any floorcovering. The exhibitor/contractor is responsible for arranging this. Platforms are permitted but ramps for wheelchair and disabled users must be integrated. The Stand Holder is responsible for meeting the Equality Act and including control measures within their Risk Assessment.

## SETBACKS

- All working equipment must be setback from the stand edge by at least 0.5m so as not to cause a hazard to staff or visitors.

## ENCLOSED ROOMS

- All doors to enclosed rooms must contain a vision panel and meeting rooms have full length vision panels.
- For rooms enclosed with a ceiling, emergency lighting and illuminated exit signage must be considered and implemented. Fabric ceilings must be water permeable. Smoke detection should be installed where the Venue's fire suppression system is impacted. All stands must undertake a Fire risk assessment.

## STAND NUMBERING

- The name and stand number of the company exhibiting must be displayed prominently each side of the stand.

Visit the [EZONE](#) for full show stand design guidelines and restrictions and the [eGuide](#) for build regulations