

STAND DESIGN INSPECTION FORM

This form must be submitted by **ALL** space only exhibitors along with the stand designs and safety paperwork. Please provide all applicable information no later than the specified deadline date.

PLEASE COMPLETE THIS FORM ELECTRONICALLY

Clarion Gaming have the right to use data contained within this form and communicate with contacts shared.



| | | | |
|--------------------------------|--|-----------------|--|
| Exhibiting Company Name | | Stand No | |
|--------------------------------|--|-----------------|--|

PLAN SUBMISSIONS

Please supply plans and supporting information in one complete submission by the relevant deadline for inspection to:-

Event Support Solutions Limited
Email: ICEplans@eventsupportsolutions.com

Complex submission deadline - Monday 21st October
Non-complex submission deadline - Monday 25th November

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 ADMINISTRATION FEES OF €58 PER CHANGE/REINVOICE.
UK VAT will be applied where applicable.

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

| | | | |
|---|--|---------------------------------------|--------------------------|
| Company Name | | VAT No. / EU VAT No. | |
| Address, County, Country, Postcode | | | |
| Contact Name | | Contact Tel | |
| Contact Email | | Billing required in £ or € | £ € |

CONSTRUCTION COMPANY DETAILS

| | | | |
|-----------------------------------|--|--------------------------|--|
| Stand Construction Company | | | |
| Contact | | Tel | |
| Address | | | |
| Email | | | |
| Onsite contact | | Mobile number | |
| Onsite email | | | |

Declaration:

I, the responsible project manager / foreman / site manager (please delete), hereby declare that the above information is true and that the stand will be designed and constructed in line with the show stand-fitting regulations and Spanish Technical Building Code (TBC) and is safe and fit for purpose utilising compliant build materials.

| | | | |
|---------------|--|-------------|--|
| Signed | | Date | |
| Print | | | |

DEADLINE DATES & FEES *Payment of the following plan fees will be invoiced by ESS and must be paid prior to drawing comments being issued. VAT will be added where applicable.

| | |
|---|---|
| <p>Complex (double deck/ multi storey stands)</p> <p>Monday 21st October 2024</p> | <p>Deadline: Monday 21st October 2024</p> <p>ALL documents <u>inc. calculations/safety paperwork</u> must be submitted. <i>*Incomplete submissions will not be accepted and will be subject to late fees.</i></p> <p>Fees: TOTAL €1,042</p> <p>- €248 <u>Inspection fee</u> - €794 <u>Complex double deck fee</u> (covers preshow & onsite structural inspection NOT provision / drafting of calculations)</p> <p><i>If calculations or a complete submission is not made by 21st October 2024 minimum late fees of €5,750 will be charged. Also see late submission fees.</i></p> |
| <p>Complex (single storey, >4m, rigging, stepped access/ platforms, tiered seating)</p> <p>Monday 21st October 2024</p> | <p>Deadline: Monday 21st October 2024</p> <p>ALL documents <u>inc. calculations/safety paperwork</u> must be submitted. <i>*Incomplete submissions will not be accepted and will be subject to late fees.</i></p> <p>Fees: TOTAL €835</p> <p>-€248 <u>Inspection fee</u> -€587 <u>Complex fee per complex element</u> (covers preshow & onsite structural inspection NOT provision / drafting of calculations)</p> <p><i>If calculations or a complete submission is not made by 21st October 2024 minimum late fees of €5,750 will be charged. Also see late submission fees.</i></p> <p>Note - If there are two separate complex elements e.g. over 4m/double deck and rigging, TWO complex charges will apply.</p> |
| <p>Non-Complex Stand plans</p> <p>Monday 25th November 2024</p> | <p>Deadline: Monday 25th November 2024</p> <p>ALL drawings/safety documents must be submitted. <i>*Incomplete submissions will not be accepted and will be subject to late fees.</i></p> <p>Fees: TOTAL €248</p> <p><i>If full information is not provided by 25th November 2024 minimum late fees of €1725 for stands over 100m² and €575 for stands under 100m² will be charged. See late submission fees for full charges.</i></p> |
| <p>Tender / Pre- Inspections</p> | <p>Fees: TOTAL €173</p> <p>Should you require designs looking at prior to final submission or during the tender process and not yet signed off by the client, ESS can undertake a tender pre-inspection. A charge will be made for each design submitted and be in addition to the final inspection fee.</p> |
| <p>Re-inspection</p> | <p>Fees: TOTAL €248</p> <p>Should the stand location, dimensions, design or builder/contractor change, a re-inspection fee will be charged at the standard inspection fee plus any late fees depending on the timeline.</p> |
| <p>Late Submission Fees</p> | <p>It is vital that full stand plans with complete supporting calculations/safety paperwork are submitted to Event Support Solutions(ESS) prior to the submission deadlines.</p> <p>Minimum Late Fees: These fees apply to ALL stands without complete information by the deadline -</p> <p>€5,750 <u>Complex plans/calculations/incomplete information</u> €1,725 <u>Non-Complex plans/incomplete information stands over 100m²</u> €575 <u>Non-Complex plans/incomplete information stands under 100m²</u></p> <p>Additional Late Fees: Additional late fees will be charged weekly in addition to the above and apply to complex and non-complex stands:-</p> <p>€575pw complex €288pw non-complex</p> <p>these weekly amounts will be added to the invoice for every week past the submission deadline e.g.</p> <p><u>complex</u> - 1 week €575, 3 weeks €1,725, 6 weeks €3,450 and so on. <u>non-complex</u> - 1 week €288 , 3 weeks €863, 6 weeks €1,725 and so on.</p> |
| <p>Invoice amendment</p> | <p>Fees: TOTAL €58 per invoice for any invoice amendment requests or reissuing of invoices</p> |

A separate **Billing Form** and applicable charges can be downloaded here [ICE 25 - Billing form](#)

SUBMISSION CHECKLIST

| For ALL STANDS | Tick (✓) | For COMPLEX STANDS (in addition to submission checklist) | Tick (✓) |
|--|-------------|--|-------------|
| Scalable plan views showing dimensions, location of all standfitting, construction, ceilings, furniture and exhibits | | Construction drawings and static calculations to prove the stability of all complex elements inc. rigs | |
| Elevation view drawings showing all heights, including any rigging and visuals from each open side if available | | For multi-storey stands AND stands with steps, please provide step, handrail & balustrade drawings showing all step dimensions, handrail & balustrade heights and details of handrail & balustrade infills. Loading details must be specified in the calculations | |
| Details of any rigging (suspended elements from the hall ceiling) | | | |
| Detail of all flooring and any raised platforms. Drawings must show all height levels within a stand design | | Fire & Escape plan showing travel distances from the upper floor to an aisle, signage proposals & smoke detection | |
| List of stand fitting materials confirming compliance with Show regulations and Spanish Technical Building Code (TBC) | | For super platforms & multi-storey stands, please submit the two storey Method Statement | |
| Safety paperwork:- -Risk Assessment for the build/dismantle of the stand -Method Statement for the build/dismantle of the stand -CDM plan for the construction and dismantle phases | | For complex rigging, a construction drawing is required showing the construction materials, fixing details and connection points along with the weights of the structure(s) and structural ratings of all fixings. For timber construction, structural calculations are required. | |
| To obtain guidelines to assist with the completion of safety paperwork e.g. Risk assessment, Method statement and CDM plan <u>required by all contractors</u> building a stand, as well as two storey Method statement for double deck please click resources here Resources | | | |

Please ensure all applicable information listed above is provided with this form to ICEplans@eventsupportsolutions.com

CONSTRUCTION INFORMATION

| | | |
|--|-----------------|--|
| 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 an Engineers inspection by 12noon Thursday 16 th January *If you have not received this please contact ICE.support@clariongaming.com | | |
| PLEASE TICK (✓) BELOW ALL COMPLEX ELEMENTS THAT APPLY:- | | |
| Two-storey (Permitted ONLY on island stands with Organisers written permission). Upper floor square meterage: _____ | | Stepped access >50cm Height of the stepped access: _____ |
| Complex structure (identified as having input from an Engineer and/or the design requiring structural calculations or is >4m) | | Platforms/stages >50cm in height Platform/Stage height: _____ |
| Complex rigging (suspended stand build, items not manufactured for rigging, bespoke constructions, modified rig systems, timber additions etc.). *Please refer to regulations | | Tiered seating |
| >4m build (All build over 4m in height is deemed complex) | | |
| BUILD MATERIALS – Detail below the materials used i.e.metal, timber (type), glass (type/thickness), polycarbonate etc. | | |
| Floorcovering | | |
| Stand structure inc. frame Please refer to the Important Information document for frame examples and expected standards. | | |
| Rigged structure* structures fully built from timber onsite are not permitted. All timber construction must be prefabricated prior to arrival to site, to reduce the construction time during the build. Please ensure you complete and submit the Intention to Rig form. | | |

ICE 2025 - STAND DESIGN INSPECTION FORM



| DESIGN INFORMATION | DETAILS / ANSWER | |
|--|------------------|----|
| Does the stand join onto others or the venue wall? If yes, please confirm the dividing wall proposals & height? | Yes | No |
| Please confirm all partition/dividing walls will be dressed neatly <u>in white</u> overlooking any neighbouring stands? The rear of walls must look as neat as the front. *Pictorial examples of expected dressing standards can be found within the Important Information document (link available below.) | Yes | No |
| Please confirm the top of the stand will be neatly dressed. The tops of stands and ceilings etc. will be visible from the Express Walkway/higher levels of the Venue. As such, the top of the stand, any ceilings, exposed framework and wiring and cabling must be neatly finished and dressed. <i>Clarion will permit branding on ceilings visible from the express walkway however this will be deemed a sponsorship opportunity which will incur a fee.</i> <i>Please advise us, if you are branding the top of your ceiling.</i> | Yes | No |
| Please confirm if the stand features a raised floor. If yes, please confirm the height and if a wheelchair ramp has been integrated? Gradient details can be found at the bottom section of this form. | Yes | No |
| Please confirm if the stand features any walling on open sides? If yes, please confirm the length? | Yes | No |
| Please confirm if the design features any closed rooms with fabric or solid ceilings or coverings within suspended rigs or ceilings? Please provide a ceiling plan as required confirming the square meterage covered and types of materials used. Fire detection, alarm systems and illuminated exit signage requirements can be found within the Contractor Zone. | Yes | No |
| Please confirm all doors leading to closed rooms contain a vision panel? All doors should contain a vision panel(s)/windows. Meeting room doors and all doors to be used by the public should feature full-length vision panels. This is an Organiser recommendation. | Yes | No |
| Please confirm if the stand features any rigging/suspensions from the hall roof? Please ensure the Intention to Rig Form is submitted along with the stand design submission. <i>*ALL complex rigging must be constructed and ready for an Engineers inspection before 12noon Thursday 16th January. If you cannot build rigging in time, you will need to modify proposals.</i> <i>*Rigging built from timber from scratch onsite is not permitted at ICE.</i> | Yes | No |
| Please confirm if the stand features any low lights e.g. below 2.1m? | Yes | No |
| Please confirm if the stand features any neon lighting? | Yes | No |
| Please confirm if the stand has working exhibits? Working exhibits must be set back from the stand edge a minimum of 0.5m. Please ensure the measurement is included on the design submission. | Yes | No |
| Please confirm if the stand features a 'working' kitchen? Kitchen regulations along with exit details and materials required are detailed within the Venue's regulation documents. Please see useful links at the bottom of this form. | Yes | No |
| What is the maximum walkable travel distance from the furthest point(s) on a stand to an aisle? | | |
| Two-storey stands only; What is the maximum walkable distance from the furthest point(s) on an upper floor <u>to</u> a gangway? | | |
| Please confirm the stand NAME and stand NUMBER will be prominently displayed on each open side. This is to assist visitor navigation throughout the open period of the show. | Yes | No |
| The stand build must be completed by 4pm on Saturday 18th January for inspection by the Structural Engineer. Please confirm you have read and will meet with this requirement. | Yes | No |
| Waste management and removal – All stands must order waste facilities through the Fira. All stands must order waste removal services through the Fira. See waste regulations and processes within the Waste regulations here . All stands must have a Waste Management Plan in place. Consideration of stand materials must be made in the design process and try to eliminate single use and non-recyclable items. | | |

SUMMARY OF KEY SHOW REGULATIONS

Useful links to assist in the preparations for ICE 2025.

- **Resources** - For access to RAMS and CDM safety paperwork templates and guidelines.
- **Intention to Rig Form** - must be completed and returned for all designs featuring rigging.
- **Important Information** - Important Information document.
- **Venue** - Venue regulations (Fira & Spanish Technical Building Code)
- **Contractor Zone** - For access to all show information.
- **G-Guide** - Setting the standard which will safeguard the health & safety of any person working on or visiting the show.

DOUBLE DECK STANDS

Double deck stands are only **permitted on island sites and ONLY with prior approval from the Organiser**. To request permission to build a two-storey stand, you must contact the Organisers no later than the 16th August, detailing your intentions and your appointed stand contractor. After this date, requests may not be accepted.

Stand plans & static calculations must be submitted by Monday 21st October 2024.

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 and requirement for calculations apply.

In addition, structures built onsite from timber are not permitted. Pre-fabrication must be made prior to arrival onsite. Please disclose on the **Intention to Rig form** for discussion with ESS and Clarion.

Please note the following rigging regulations:

- Branded rigged items are deemed sponsorship. Please contact Clarion directly.
- Any branded rigging must be a minimum of **1** metre distance from any partition walls with neighbouring stands.
- The maximum rigging height is 7m subject to Venue restrictions/services/beams etc. ***Clarion recommend you inspect your location because in some places rigging cannot be achieved or the height of 7m cannot be achieved.**
- 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

The Venue regulations, including weight restrictions, can be found within the Contractor Zone and Fira Technical Regulations.

All complex rigging must be raised by 12noon Thursday 16th January 2025. **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 THURSDAY THEN YOU MUST AMEND THE RIGGING. Please review your access day and discuss with Clarion to ensure rigging can be achieved.

HEIGHT LIMITS – SUBJECT TO VENUE RESTRICTIONS

- 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, please include on stand plans along with written description for review no later than 1st October.
Each request will be reviewed on a case by case basis and permission will be dependent on stand location, type of build, materials, if it can be built within the stand perimeter etc.
If permission is given, construction drawings and calculations will be required in line with complex criteria no later than 21st October and complex fees will apply.
- Rigging - 7m maximum height subject to Venue restrictions/services/beams etc.
Elements must hang no lower than 4m from the floor

TOPS OF STANDS

As stands are visible from the higher levels of the Venue, the tops of all stands must be suitably dressed.

This includes ceilings, exposed framework and wiring and cabling; it must all be neatly finished.

Clarion will permit branding on ceilings visible from the Express Walkway, however, this will be deemed a sponsorship opportunity which will incur a fee.

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 has duty of care and is responsible for providing equal opportunities to all. Control measures should be documented 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.

Meeting rooms and/or doors with access by the public should have a full-length vision panel. This is an Organiser recommendation.

The doors for evacuating less than 50 people must incorporate a quick and easy opening device without having to use a setting key or actuating more than one mechanism. Opening does not necessarily have to occur in the direction of evacuation.

Doors for evacuating more than 50 people must open in the direction of evacuation and by means of a pressure bar or horizontal sliding bar, in accordance with the UNE EN 1125:2009 standard.

The evacuation doors cannot be blocked at any time by any object when there are people in the area.

For rooms enclosed with a ceiling, emergency lighting and illuminated exit signage must be considered and implemented and smoke detection included.

Fabric ceilings must be water permeable.

Smoke detection must be installed where the Venue's fire suppression system is impacted.

All stands must undertake a Fire risk assessment.

STAND PLATFORMS

Stand platforms should not exceed 180mm in height.

In accordance with DB-SUA 1, Spanish Technical Building Code (TBC), stands should be accessible.

Access ramps must be clearly delineated to the rest of the stand floor and must not project the boundaries of the stand.

Gradients

- Ramps less than 3m in length, must have a slope/gradient of no more than 10%.
- Ramps more than 3m but less than 6m, must have a slope/gradient of no more than 8%.
- Ramps longer than 6m, must have a slope/gradient of no more than 6%.

Ramps with a gradient of 6% or more, or a platform height of more than 18.5cm, must have handrails throughout their entire length including the platform floor on both sides.

An exception of not including a ramp, or not placing a railing if longer than 3m or installed to a ramp of more than 18.5cm, must be correctly justified with a report.

STAND NUMBERING

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

TRAVEL DISTANCE & EXITS

There must be adequate escape routes from any point of the stand or structure.

The travel distance from a furthest point on a stand to an aisle must not exceed 25m.

Escape routes must be clear of obstructions, have a firm, smooth and slip-resistant finish and a minimum unobstructed height of 2.2m, other than within doorways, which should have a clear height of no less than 2m.

General stand entrances and exits must be a minimum width of 2m wide unless under 100m² where 1m is suitable.

Please visit the [Contractor Zone](#) for full show regulations and links provided for [Fira Barcelona](#) and [Spanish Technical Building Code \(TBC\)](#)