

# 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 THIS FORM ELECTRONICALLY.**

## PLAN SUBMISSIONS

Please supply plans and supporting information in one complete submission by the relevant deadline detailed below to **Alan Hazelhurst - Onsite Exhibitions Services (OES)** for inspection. Email: [IGBstandplans@clariongaming.com](mailto:IGBstandplans@clariongaming.com)

EXHIBITING COMPANY NAME	STAND NO
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## DEADLINE DATES & FEES

<b>NON-COMPLEX</b> ALL documents must be submitted by: <b>Monday 8<sup>th</sup> January</b>	The inspection fee of <b>£75 + VAT</b> has already been included in your exhibiting contract. If your plan is complex, the below fee and deadline will apply.
<b>COMPLEX – SINGLE STOREY</b> (Double deck/multi storey stand plans, single storey, >4m, rigging stand plans). ALL documents including calculations must be submitted by: <b>Monday 11th December</b>	An additional inspection fee of <b>£410 + VAT</b> will apply for complex/double deck stand (covers preshow & onsite structural inspection NOT provision/drafting of calculations).
<b>COMPLEX – MULTI STOREY</b> (Double deck/multi storey stand plans. ALL documents including calculations must be submitted by: <b>Monday 11th December</b>	An additional inspection fee of <b>£555 + VAT</b> will apply for complex/double deck stand (covers preshow & onsite structural inspection NOT provision/drafting of calculations).
<b>NEW PLAN SUBMISSION FEE</b>	Should the stand dimensions or design change; a new plan submission inspection fee will be charged at the standard rate of either <b>£75 + VAT</b> for a non-complex inspection or <b>£485 + VAT</b> for a complex inspection.
<b>LATE SUBMISSION FEE</b>	All stand plans must be submitted with all supported documentation prior to the deadline. Plans not submitted before the deadline will incur a late submission fee of <b>£1,000 + VAT</b> .

## BILLING INFORMATION

COMPANY NAME	VAT NO
ADDRESS, COUNTY, COUNTY, POSTCODE	
CONTACT NAME	CONTACT TEL
CONTACT EMAIL	

Payment of the relevant inspection fees (including applicable late fees) will be invoiced by OES and must be paid prior to drawing comments being issued.

## SUBMISSION DETAIL

Please confirm the stand dimensions in meters?	
Please confirm the total height of the stand build from the venue floor in meters?	

### PLEASE TICK BELOW ALL COMPLEX ELEMENTS THAT APPLY

<input type="checkbox"/> Two-storey (Permitted ONLY on island stands with Organisers permission) Upper floor square meterage? _____	<input type="checkbox"/> Complex rigging (suspended stand build, items not manufactured for rigging, bespoke constructions, modified rig systems). *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, ply, glass (type and thickness), Perspex etc

FLOOR COVERING	
STAND STRUCTURE	
RIGGED STRUCTURE	

## PROBITED MATERIALS AND WORKING PRACTICES

Please note use of chipboard, MDF, OSB & similar is not permitted unless used in platform floors (not supporting under beams) and if used for walls/stand build, its only permitted if fixed to a structural frame. If these materials are discovered onsite, this element will be removed. All materials must be structural and fireproof.

A structural frame must have connected horizontal and vertical cross-bracing.

Sanding and cutting in the hall must be avoided (extraction is required-review HSE 'Dust Kills').

Products containing isocyanate or labelled as H332 (such as Nuvol) are strictly prohibited.

All materials and build materials such as filler must be water based.

Please consider the environment when producing your stand and use recyclable and re-usable materials.

## SUBMISSION CHECKLIST

- Scalable plan views showing dimensions and location of all stand fitting, 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 element
- For multi-storey stands AND stands with steps, please provide step, handrail and 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, please submit the two storey Method Statement, template is available via the [eGuide](#).

## STAND DESIGN INSPECTION FORM

<b>STAND CONSTRUCTION COMPANY</b>			
<b>CONTACT</b>		<b>TEL</b>	
<b>ADDRESS</b>			
<b>EMAIL</b>			
<b>ONSITE CONTACT</b>		<b>ONSITE TEL</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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## STAND DESIGN ELEMENTS

PLEASE CONFIRM DETAILS OF ALL STAND DESIGN ELEMENTS THAT APPLY	DETAILS/ ANSWERS
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 in white 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.	
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, rigging with timber, modified systems etc. are deemed complex. You are responsible for declaring complex rigging.</i>	
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?	
Two-storey stands only; What is the maximum walkable distance from the furthest point(s) on an upper floor to a gangway?	
Please confirm the stand build will be completed by 4pm on Monday 6th February for inspection by the Structural Engineer	
Please confirm how you will remove waste e.g Skip, Eurobins, Removing own *Stand utilising chipboard & OSB and non-sustainable materials must rent a bin from London ExCeL	

## SUMMARY OF CLARION GAMING SHOW REGULATIONS (IN ADDITION TO EGUIDE REGULATIONS)

### RIGGING

- All rigging is permitted however bespoke build, modified rig structures, timber build/frame/cladding and elements not designed to be hung will be deemed complex.
- Branded rigged items is deemed sponsorship. Please contact Clarion.
- **The Rigging Inspection Manager must inspect and give permission for the rigging to be raised via issuing a 'Permit to Rig' certificate.**
- Any rigging containing branded elements must be a minimum of 1 metre distance from any partition walls with neighbouring stands.
- Please note that rigging cannot be dropped on the evening of Thursday 8<sup>th</sup> February. You can request this with ExCeL and they will assess on a case-by-case basis. Most rigging will be dropped from Friday 9<sup>th</sup> February.

### HEIGHT LIMITS

- The maximum height limit is 4m for single storey and 6m for double deck stands. If you wish to build a single storey stand above 4m this will be subject to approval from Katy Leslie and only permitted on one side if located on the perimeter of the hall.
- As stands are visible from corridors, the tops of all stands must be dressed.
- Rigging elements must hang a minimum of 4 metres from the floor to the underside of the rigged item.

### DOUBLE DECK STANDS

- Double deck stands are only permitted on island sites and with approval from Katy Leslie. Stand plans & static calculations must be submitted by 11 December 2023. Please note triple deck structures are not permitted.

### 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, consideration must be given to emergency lighting and exit signage. Fabric ceilings must be water permeable and smoke detection should be considered.

### STAND NUMBERING

- We recommend including the the name and stand number of the company exhibiting on each side of the stand.

**Visit the EZONE for full show stand design guidelines and restrictions and the [eGuide](#) for build regulations**  
**[You can also view the iGB Affiliate London Contractor Zone here.](#)**