



**SPACE ONLY STAND PLAN SUBMISSION**

**FORM 7**

Please return by **6<sup>th</sup> September 2024** to:-

**Jo Scotting**  
Impact Exhibitions & Events Ltd  
Unit A2 Speldhurst Business Park  
Langton Road  
Speldhurst  
Kent TN3 0AQ  
Tel: +44 (0)1892 862848 Email [jo.scotting@impact-exhibitions.com](mailto:jo.scotting@impact-exhibitions.com)

**All space only exhibitors must submit this form together with stand plans, a risk assessment, a method statement and a construction phase plan either directly or via their appointed stand contractors, no later than 6<sup>th</sup> September 2024.**

Exhibiting Company.....Stand No.....

Stand Contractor.....

On-site Contractor Contact Name.....

On-site Contractor Mobile Contact No.....

Email Address.....

**Stand Build Details**

Maximum Build Height of Stand.....

Floor-covering .....Platform (yes/no).....

**Please tick to confirm you have complied with the build/H&S regulations as below:-**

- Runs of Walling - a minimum of 50% of each open side must remain open
- Doors/Vision Panels - doors must have a vision panel to allow visibility inside. Exit doors must open outwards to the direction of escape. Doors must not open directly onto a gangway.
- Risk Assessment (build-up and breakdown) – completed and attached\*
- Method Statement (build-up and breakdown) – completed and attached\*
- Construction Phase plan (build-up and breakdown) – completed and attached\*
- Public liability insurance cover is in place to the minimum requirement of £5,000,000

**\*If you require templates for any of the above documents these are available within the Forms section of the exhibitor manual and within the Contractors’ Pack.**

Please ensure you have read the health & safety & space only stand plan submission sections in the exhibitor/contractor manual before completing & returning this form.

Please note there is an addendum for Aquatics Zone stands in Hall 1A and these building regulations differ from halls 1, 2 and 3 and **MUST** be adhered to. For any queries on this please contact [jo.scotting@impact-exhibitions.com](mailto:jo.scotting@impact-exhibitions.com)

1. The Site Induction document, which can be found on the PATS website, must be read by **all exhibitors & contractors** at PATS prior to arriving on-site. You must ensure ALL employees & contractors who will be on-site during the build-up and breakdown period (and require exhibitor or contractor badges) have also read the Site Induction.

2. Nobody will be permitted access to the halls during the build-up and breakdown without their exhibitor or contractor passes. These can be ordered via the Exhibitor/Contractor Manual.

3. All exhibitors with space only stands must submit plans and suitable risk assessments, method statements and construction phase plans no later than **6<sup>th</sup> September 2024**.

4. During the build-up and breakdown periods, when stand construction and dismantling is taking place, **EVERYONE** working within the hall will be required to wear high visibility clothing.

At breakdown there will be 30 minutes for de-dressing your stand before the wearing of high visibility clothing becomes a requirement. **Please make sure you bring high visibility gilets/clothing with you for the build-up and breakdown.**

5. Stands must be built and dismantled within the hours shown on the show timetable as overleaf.

6. Space only stands will not be carpeted.\* The aisles are to be carpeted in **electric blue** cord carpet.\*

If you have a space only site and are laying your own carpet, you must make sure you use the correct low-tac carpet tape and remove this at the end of the show. The venue will charge for the removal of any carpet tape left after breakdown and these charges can be high.\*

7. Exhibitors & their stand contractors must remove all products and stand-fittings by 2200hrs on Tuesday evening. Any items left on-site after these times will be deemed abandoned and removed as rubbish and thrown away. The removal of any such items will be chargeable directly to the exhibitor. Please note that the charges levied by the venue for the removal of such waste are high, in order to encourage exhibitors and contractors to remove and recycle their own materials at the end of show.

**\*Hall 1A - The Aquatics Zone at PATS - is a permanently close carpeted hall. It is not possible to lay floorcovering/carpet directly on top of the existing carpet as this can create a trip hazard**

**Platforms are permissible but nothing can be attached to the hall floor**

**Please also refer to the addendum for stand building regulations in Hall 1A.**

## On-Site Timetable – PATS Telford 2024

<b>Build-up</b>	<b>Schedule</b>	<b>Venue Open</b>
Friday 27 <sup>th</sup> September*	0800hrs – Space only contractors to commence build-up* CDM Site High visibility clothing & Contractor wristbands must be worn	0800hrs – 1800hrs
Saturday 28 <sup>th</sup> September	0800hrs –Shell scheme stands to commence interior display CDM Site Space only contractors to continue build-up High visibility clothing & Contractor wristbands must be worn	0800hrs – 2200hrs
<b>Show Open Days</b>	<b>Show Open Hours</b>	<b>Venue Open</b>
Sunday 29 <sup>th</sup> September	0930hrs – 1700hrs  All stands must be completed and contractors clear of the show by 0930hrs  Exhibitor badges must be worn	0800hrs – 2000hrs
Monday 30 <sup>th</sup> September	0930hrs – 1700hrs  Exhibitor badges must be worn	0800hrs – 1800hrs
Tuesday 1 <sup>st</sup> October	0930hrs – 1600hrs  Exhibitor badges must be worn  No contractors will be allowed into the halls until 1630hrs for stand dismantling	0800hrs – 2200hrs
<b>Breakdown</b>	<b>Schedule</b>	<b>Venue Open</b>
Tuesday 1 <sup>st</sup> October	1600hrs – 2200hrs Please note:- from 1600-1630hrs only stand de-dressing (no stand dismantling at this time)  <b>After 1630hrs CDM Site - High visibility clothing must be worn</b>	<b>All exhibits &amp; standfittings must be removed by 2200hrs on Tuesday 1<sup>st</sup> October</b>  <b>No items may be left in the halls after 2200hrs. Any disposal costs will be charged to the exhibitor</b>

\*Aquatics Zone exhibitors please refer to the Aquatics Zone Timetable for build-up in Hall 1A only

All stand construction & stand dismantling/removal must be planned so that it fits within the times outlined above.

Children under the age of 16 (including babes in arms and toddlers) are not allowed into the hall during build-up or breakdown under ANY circumstances.