

**SPACE ONLY STAND PLAN SUBMISSION FORM 7**

Please return **by** **29th August 2025** to:-

**PATS 2025 Stand Plans**

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

**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 29th August 2025.**

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.**

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

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 **29th August 2025**.

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 will be carpeted in **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 1800hrs on Wednesday 1st October 2025. 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.

**On-Site Timetable – PATS 2025**

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| --- | --- | --- |
| **Build-up** | **Schedule** | **Venue Open** |
| Friday 26th September | 0800hrs – Space only contractors to commence build-up CDM SiteHigh visibility clothing & contractors wristbands must be worn | 0800hrs – 1800hrs |
| Saturday 27th September | 0800hrs –Shell scheme stands to commence interior displaySpace only contractors to continue build-upCDM SiteHigh visibility clothing & contractors wristbands must be worn | 0800hrs – 2200hrs |
| **Show Open Days** | **Show Open Hours** | **Venue Open** |
| Sunday 28th September | 0930hrs – 1700hrsAll stands must be completed and contractors clear of the show by 0930hrs Exhibitor badges must be worn | 0800hrs – 2000hrs |
| Monday 29th September | 0930hrs – 1700hrsExhibitor badges must be worn | 0800hrs – 1800hrs |
| Tuesday 30th September | 0930hrs – 1600hrsExhibitor badges must be worn | 0800hrs – 2200hrs |
| **Breakdown** | **Schedule** | **Venue Open** |
| Tuesday 30th September | 1600hrs – 2200hrsPlease note:- from 1600-1630hrs only stand de-dressing (no stand dismantling at this time)**After 1630hrs CDM Site - High visibility clothing must be worn** | 1600hrs – 2200hrsPlease note:- No contractors will be allowed into the halls until at least 1630hrs for stand dismantling |
| Wednesday 1st October | 0800 – 1800hrsCDM SiteSpace only contractors to continue breakdownHigh visibility clothing must be wornContractor wristbands must be worn | 0800hrs – 1800hrs**All exhibits & standfittings must be removed by 1800hrs** Any items/tape left in the halls after 1800hrs will be disposed of and the cost for this will be charged to the exhibitor |

**All stand construction etc must be planned to fit within the times outlined above.
Under no circumstances will children under the age of 16 (including babes in arms) be permitted within the halls during the build-up and breakdown periods.**