

Over 4m high single storey stand submission checklist

To help ensure that your stand plans are checked and processed in a timely manner, it is really important that you have submitted all the requested information below. Failure to not submit all the necessary documents may result in delays in issuing permission to build, incurring additional costs for having to make amends to your stand designs and further delays on site.

IMPORTANT – please tick each item below to confirm that you have submitted all these documents to be checked and share this checklist with your stand plan submission to Ops Squad via the online stand plan submission platform.

<u>Full dimensional stand plans</u>		<u>Stand Visuals</u>	
☐	height of stand from venue floor to top of dividing back wall	☐	Showing overall layout and design of stand
☐	height of stand from venue floor to top of all structures	☐	Visual of the material for any long runs of walling along open sides
☐	Height of any platform and details of ramp	☐	Confirming any doors on stands have a vision panel
☐	Length and width of stand		
☐	Length of any long runs of walling along open sides	☐	<u>Glazing</u> , if applicable
☐	Any enclosed rooms	☐	Confirmation that any glazing conforms to the <u>regulations</u>

<u>Technical Structural Drawings</u>		<u>Structural Calculations</u>	
☐	Dimensioned construction drawings showing exactly how a proposed Complex Stand is constructed, this should include the following:	☐	Structural design calculation report justifying the proposed Complex Stand, prepared by a suitably qualified structural engineer, this should include the following:

☐	Details of the primary framing members e.g. spans, section sizes, materials and grades etc.	☐	A description of the stand name and number, the event name, location and time period of installation.
☐	Plan and elevations drawings of the primary structure.	☐	The structural design engineering company's name, contact and qualifications.
☐	Description and details of any secondary structure, cladding and signage that could affect the structural behaviour.	☐	Description and values of the proposed vertical and horizontal loads, including allowance for any internal wind pressures.
☐	Key details of how the stands overall stability is to be ensured e.g. base fixings detail, ballast quantiles and locations and fixings method.	☐	Analysis and design calculation justification of the primary framing members and key fixings details.
☐	Structural details of any fixings required to ensure stability of stand.	☐	A description of the stands stability system, including detail of quantities and locations of stability ballast or base fixings if required.
☐	Structural details must be reflective and consistent with the structural design report.	☐	Analysis and design calculations justification of the proposed stands global and localised stability against horizontal loads, including allowance for any internal wind pressures or accidental loads. E.g. overturning and sliding checks.
		☐	Base bearing check calculation of any concentrated loads against the venue halls allowable floor loads.

☐	Risk Assessment	☐	Method Statement
	Templates & guidance available here		Templates & guidance available here
	Suitable & sufficient document showing all risks with building and dismantling the stand. Consider:		Suitable & sufficient document detailing your method on how this stand will be constructed safely and on time. Consider:
	Working at height		Exhibition Timetable
	Complex structures and use of lifting equipment/need for complex lifts		Equipment needed, including complex lifts
	Electrical Installations		Staffing Levels
	Manual handling		Stability
	Laying of platforms		Waste management
	Use of tools		Erection and timetable of build

	• Staff welfare		
	• Long working hours		

☐	Construction & Dismantle Phase Plan	☐	Public Liability Insurance
	Document to demonstrate that you have thought about health & safety involved with the construction and dismantling of your stand. Templates & guidance available here		Send a copy of your Public Liability Insurance showing that the principal contractor holds and maintains appropriate Public Liability Insurance with a minimum limit of indemnity of not less than £2,000,000 per claim

☐	Waste Management Plan
	Provide a detailed plan on how you are managing your stand build waste during build and Dismantle. We expect every space only stand to order a waste removal service through excel exhibitor services