

### SPACE ONLY PLAN INSPECTION FORM

This form, along with the following information, must be submitted in full by the applicable deadline:

**Complex stands:** 14 July 2023 • **Non-Complex stands:** 21 July 2023

#### EXHIBITING COMPANY NAME

#### STAND NUMBER

#### DIMENSIONS OF THE STAND

Total height of the stand built from the hall floor, including any platform floors in metres

 m

*\*Stands underneath the Gallery can build to 4m subject to Venue signs/restrictions*

*\*Stands within the Gallery well can build to 7m subject to Venue signs/restrictions*

*\*Stands on the Gallery can build to 3.7m subject to Venue signs/restrictions*

Will you have any steps or stairs in the design?

Yes No

*(To avoid delay, please ensure that dimensions of the stairs, handrail & balustrade drawings are included in your plans)*

If yes, please confirm the height of the stepped access.

 mm

What is the maximum distance (furthest point to a gangway) a person would have to walk on the ground floor?

 m

*\*The current travel distance should be no more than 50m (multiple exits) and 20m (single exit), reduced by 25% if alcohol is served.*

Details of the floor covering

*\*Floorcovering is not provided for space only stands*

Does the stand have a platform?

Yes No

If so, please confirm the height?

 mm

Has a ramp been included for disabled access?

Yes No

Details of any sub raised platform areas, stages, and the height

*\*All raised areas used by visitors are deemed complex*

Details of who uses this e.g. staff only and/or visitors

If the stand adjoins another stand or venue wall, please confirm divide proposals and height

 m (height)

*\*Minimum height 2.5m, solid, freestanding and must run for the full length. Branding/logos are not permitted on the reverse overlooking neighbouring stands which must be finished in a consistent plain, neutral colour from the top down to 2.4m. Solid capping is required. The rear of the stand should look as good as the front!*

 material

Details of any closed rooms

*\*Trapped rooms are not ideal (travel rules apply).*

*Rooms with ceilings require illuminated exit signage*

Confirmation all doors will contain vision panels/windows meeting regulations

Yes No

*\*All doors must have vision panels providing a zone of visibility 500mm above the floor except small stores where small vision panels are acceptable.*

Details of all walling/construction on open sides

Yes No

Wall length

 m (length)

Confirmation the walling complies with the walling regulations

Yes No

*\*Stands with 1-3 open sides. A minimum of 50% of any open side must remain open.*

*Walling exceeding 5m in length must be setback 1m from the stand edge and have glazing panels and/or other such features to break it up.*

If no, why/how

**Details of any glazing including type and thickness**

\*Compliance with eGuide regulations is required. Handrail and upper floor glass must be a minimum of 10mm thick safety glass and 12mm if 2m+ high and 15mm if 3m+

Location

m  
(thickness)**Confirmation if there is any rigging on the stand/elements hung from the hall ceiling**

Yes

No

\*Stands with 1-3 open sides. A minimum of 50% of any open side must remain open. Walling exceeding 5m in length must be setback 1m from the stand edge and have glazing panels and/or other such features to break it up.

**Full details, including materials, are required**

\*All bespoke structures, suspended stand build, rigging featuring timber, timber structures and modified systems will be deemed complex.  
\*All rigging must be earthed to prevent shocks and not be accessible/within reaching distance from the gallery level.

material

**Confirmation of the rigging height (top edge)**m  
(height)**Confirmation if the design includes any low lighting**

Yes

No

\*Low lighting can be classed as lighting fittings at low level or within reach of visitors. These must be sufficiently protected to prevent burn injuries. Please also refer to 'Lighting' in the manual.

material

**If the stand sits within the Gallery Well, as it is visible from above, it must be suitably dressed. Please confirm this will be met?**

Yes

No

**Please confirm if the stand features draping.**

Yes

No

**Please confirm drapes will not be used alone and confirm the precaution taken to ensure that persons cannot fall through e.g., 1.1m high barrier?**

Yes

No

**Confirmation of how you plan to remove waste from site**

Preordered/prepaid Venue bins

Taking waste with you

**This form is to be returned with the following paperwork, email is preferred but if posting, please submit TWO sets:**

Enclosed

- Scalable plan view drawings showing all dimensions and location of all stand-fitting, construction, furniture and exhibits
- Elevation view drawings showing all heights, including any rigging
- Risk Assessment for the build and dismantle of the stand and including COVID-19 measures
- Method Statement for the build and dismantle of the stand
- CDM Phase Plan
- Details of any rigging (suspended elements from the hall ceiling)
- List of stand fitting materials confirming their compliance with eGuide regulations

**FOR COMPLEX\* STANDS, please submit FOUR sets of the above (if posting) along with the following:**

- Construction drawings & static calculations to prove the stability of the structure
- For stands with steps, please submit step, handrail and balustrade drawings showing all step dimensions, handrail & balustrade heights and details of handrail & balustrade infills
- For super platforms, please submit the Two-storey Method Statement, template available via the eGuide

**STAND CONSTRUCTION COMPANY**

**CONTACT**

**ADDRESS**

**TELEPHONE**

**EMAIL**

**ONSITE CONTACT**

**ONSITE MOBILE NUMBER**

**PLEASE PROVIDE THE FOLLOWING INFORMATION**

Is the stand Complex?	Yes	No
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**If complex, please identify the complex elements on the stand:-**

Complex rigging (suspended stand build, items not designed for rigging, bespoke systems, timber constructions etc.)

Platforms/stages >60cm

Temporary demountable structures

>4m

Complex structure (identified as having input from an Engineer and/or the design requiring structural calculations)

Platforms/stages (used by public ANY HEIGHT but not overall stand platforms or floor flats)

Stepped access >60cm

**PLEASE COMPLETE AND RETURN THIS FORM TO:**

**EVENT SUPPORT SOLUTIONS LTD**  
**EMAIL: PLANS@EVENTSUPPORTSOLUTIONS.COM**  
**TEL: +44 (0) 1252 560 991**