



## SPACE ONLY STAND PLAN PRESENTATION & SUBMISSION FOR APPROVAL

### 1.1 GENERAL

All space only exhibitors are required to submit full dimensional stand design drawings. Plans must be in English, to a recognised scale not less than 1:50 and be submitted by **Monday 1 April 2020**.

They should be clearly marked "Big 5G Event Design for Approval" and sent together with the H&S Pack (Exhibitor's Health & Safety Declaration form, and a completed Risk Assessment & Method Statement (RAMS)) to Amy Ralph: [amy.ralph@informa.com](mailto:amy.ralph@informa.com)

### 1.2 GENERAL RULES

- All custom-built stands must abide by the Health and Safety rules set out by the venue and Informa Tech. See the Informa rules and regulations handbook in the online manual for instructions on this. Failure to provide the required documents will prevent your stand being constructed
- If any complex structure is modified after the submission of the above information, plans must be resubmitted with details of all modifications and a structural engineer's confirmation that the final overall design is safe for its purpose.
- Stand plans must be sent by the above-mentioned deadline. Any stand plans submitted past the deadline may be subject to additional charges at the exhibiting companies' expense.
- Non-official contractors must follow any instruction given by Informa Tech and the official show contractor. Exhibitors may appoint any competent local stand contractor to design and construct their booths.
- All these guidelines should be followed in connection with the Technical Regulations of the venue.
- Informa Tech reserve the right to order and enforce changes to stand design

## 2. SUBMISSION OF PLANS AND DESIGNS

### 2.1 STANDS OVER 2.5 M AND UNDER 3M IN HEIGHT – see section 3.2 for stand height limits AND NON-COMPLEX STRUCTURES – see 2.2 for definition of a complex structure

All single-story stands require approval of stand plans. It should include the following details and be sent to us no later than **Monday 1 April 2020**.

- a) A plan showing location within the exhibition
- b) A plan view with external dimensions, indicating which sides are open onto gangways
- c) Elevation views, indicating clearly the heights of all stand fittings
- d) Details of all walling, platforms, demonstration areas, exhibits, graphics, etc
- e) Details of materials and fire protection
- f) Detailed risk assessment
- g) Method Statement detailing the process by which the stand will be built

### 2.2 STANDS BETWEEN 3M & 6M AND COMPLEX STRUCTURES - see section 3.2 for stand height limits

A complex structure is any form of construction of any height, which would normally be designed by an engineer and/or has, through a risk assessment, been found to provide a significant risk. Examples of complex structures include:

- i). Structures over 3m in height
- ii). Multi-storey stands
- iii). Viewing/service platforms
- iv). Suspended items (e.g. signs and lighting rigs)
- v). Raised walkways
- vi). Ramps
- vii). Sound/lighting towers
- viii). Temporary tier seating
- ix). Platforms and stages over 0.6 metres in height

Exhibitors are responsible for submitting full details of all complex structures to Informa Tech Event Organiser no later than **Monday 1 April 2020**.

- a) A plan showing location within the exhibition
- b) A plan view with external dimensions, indicating which sides are open onto gangways
- c) Elevation views, indicating clearly the heights of all stand fittings
- d) Details of all walling, platforms, demonstration areas, exhibits, graphics, etc
- e) Details of materials and fire protection
- f) Written confirmation stating that a structural engineer has checked the configurations and they are satisfied the structure has been designed in a safe and competent manner
- g) Detailed scaled structural drawings (including staircases, plan views and elevations)
- h) Calculations for the structure
- i) Detailed Risk Assessment
- j) Method statement detailing the process by which the stand will be built

All the above should show the event name and/or number of the structure. Items should not be sent piecemeal. Permission to build any complex structure will not be given until the Informa Event Organiser has received copies of all the above.

## **2. DESIGN OF STAND**

### **2.1 GENERAL**

The design of the stand must be such that the stand can be erected and dismantled within the time given.

### **2.2 HEIGHT LIMITS & PARTITION WALLS**

Exhibitors are required to construct freestanding partition walls between their own & adjoining stands. These must be to a minimum height of 2.5m and maximum height of that fits within your allocated height limit (see Section 3.4)

Note: Where partitioning walls are constructed over 2.5m in height, **it is the responsibility of the exhibitor constructing the wall to dress the rear of the partition wall down to a height of 2.5m in white** as agreed by the neighbouring exhibitor. All Space Only stands MUST be approved for construction by the Organiser and if Double Decker also by the venue and local authority. Logos and branding are not permitted on the rear face of partition walls when these walls overlook neighbouring stands.

### **\*Any stand over 3m is classed as a Complex Structure**

The rigging of any part of a stand that exceeds the given maximum height limit, and contains any kind of branding needs to be approved by Informa Tech, within the submission deadlines outlined above, and is subject to a further fee as an additional branding site, plus the cost of the rigging itself.

### **2.3 OPEN SIDES**

Stand walls that are on an aisle facing another exhibitor's stand should not exceed 50% of the length of the perimeter. Full length walls are NOT permitted. Any wall that exceeds 50% of the length of the stand must be recessed 1 meter from the perimeter of the stand. Alternatively, you can build a solid wall along a perimeter, but it can only be built to 50% of the maximum build height detailed above.