

SPACE ONLY INFORMATION FORM

Only complete this form if you are a space only stand with a contractor to build your stand or a self-build.

You may also complete this form if you are a shell scheme exhibitor constructing within your stand, without employing an external contractor.

This form is not your stand plan submission it is for information purposes only.

Are you building your own stand? Yes No
If no, please fill in the Space Only Undertaking Form.

Company Name	
Stand Number	
Contact Name	
Telephone	
Email	

Important – Please read:

- Approval must NOT be assumed until written confirmation is received for your stand.
- A Risk Assessment, Method Statement and Construction Phase Plan covering the build-up and breakdown of your stand must be submitted with your plans

All open space exhibitors must provide the following information:

For Complex Stands we require:

- a set of detailed plans
- A Risk Assessment, method statement and construction phase plan
- Contact details of the stand building contractor (if applicable)

Declaration:

We are a SPACE ONLY/SHELL SCHEME stand and we intend to construct our stand ourselves, without the use of an external contractor. I understand that I must forward a copy of my risk assessment, method statement and construction phase plan for the build, along with my stand plans

I am aware of the deadline date of Friday 15th August 2025 for submission of all plans.

I have organised disposal of waste, as well recycling or reusing any materials that we can

I intend to have the following as part of my stand - please tick appropriate box:

Flag Pole (Must not exceed 3m in height)
Confirm height of flag pole

Balloons/Blimps (Must not exceed 3m in height)
Confirm height of balloon/blimp

Platform (Platform must not take the total height of your stand above 3m)

The stand number MUST be clearly displayed on all space only stands.

Please ensure that your stand plans, risk assessment, method statement and construction phase plan are emailed or posted to Essential Events.

Once this form has been completed please email to lhainstock@essentialevents.co.uk who will be in contact for copies of your Stand plans.

Deadline Date: 15th August 2025

Email: lhainstock@essentialevents.co.uk