

Renderings Requirements:

The definitive set up of your stand must be in strict conformity with the rules and regulations of the exhibition and will be acknowledged upon receipt of your rendering/plans submission.

The Exhibitor Services Coordinator will provide all the paperwork based on the stand renderings to the venue and local/government authorities if requested. Stands must match submitted renderings when erected on event site.

Plan Presentation & Submission For Approval

It is compulsory that you submit your stand renderings/plans for review before Monday 1st April 2019.

- Plan view, showing clearly all dimensions, walling and major exhibits
- Elevation views, showing clearly all dimensions, graphics etc.
- Structural calculations/drawings proving structural stability, weight loadings etc.
- Details of materials & fire protection

Important: Walling off of any open stand side is restricted to 1/3 of each open side unless constructed in a see-through material or set back in 0.5m from the perimeter of your stand.

Any modifications to the stand design must be submitted for approval. Stand installations not complying with the most recent plan received by the organiser will not be authorised. The design of the stand must be such that it can be safely erected and dismantled within the time available.

Drawings should be in a recognized scale not less than 1:50. All plan calculations and documentation must be in English and should clearly state the Exhibiting Company's name, the stand number and the name and contact mobile number of the responsible contractor.

All drawings should be accompanied by a method statement and the risk assessment form.

Please submit your stand rendering/plans to:

Lynn Hanstock

Essential Events

E: lhastock@essentialevents.co.uk T: +44 (0) 1926 470 100

All plans are to be emailed in .pdf or .jpg format Before **Monday 1st April 2019.**