How to sign off your Africa Tech Festival space only stand

Have a space only Stand?

Read through the Stand Build Regulations and Informa's Rules & Regulations Handbook.

Submit for review

Please send your Risk Assessment, technical drawings, visuals and method statement to Informa for review

Plans Received

Once Informa receive your plans we will review these against our internal guidelines and the H&S guidelines set out by Informa and the city of Cape Town



Including Anchor Events

Africa Africa
Com Tech

25TH ANNIVERSARY

Informa will submit the forms and arrange approval on behalf of the client

Height – Cape Town

If your stand is **3m** or over you need to submit a BDM 12 and a SANS form to Informa along with your stand design

Informa Response

You should expect to hear back from Informa with either sign off or next steps for sign off within 72 hours.



Once Forms Approved

Informa will let the client know you stand has been approved – until then sit tight.

Don't Forget your BDM 13!

Informa will email you to remind that you should arrange for the stand to have a BDM13 signed off onsite as well as your preevent forms.

For a few very complex stands you may need one more step....



Onsite BDM13 sign off

All stands must be signed off with a BDM13 onsite at the show by Adema Structural Consultancy. Contact douwe@polka.co.za to arrange.

Once Calculations are received

The stand can be signed off by our structural engineers and the process is now finished. You will receive an email confirming Permission to Build from Event Solutions.

Structural Calculations

Should the stand be complex our H&S partner Event Solutions may request more information including structural calculations Is the stand very complex? 4m+ rigged, double decker etc?