

CUSTOM-BUILT STAND BUILD REGULATIONS

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 **Friday 23 September 2022**.

They should be clearly marked "**Africa Tech Festival Stand Plan for Approval - Hall #INSERT HALL NO.#**" and sent together with the H&S Pack (Exhibitor's Health & Safety Declaration form, completed Risk Assessment & Method Statement), plus BDM12 and SANS forms where required, to your assigned Operations Manager with AfricaComOperations@informa.com in copy.

To understand the process for signing off stands please [CLICK HERE](#).

ALL SINGLE STOREY STANDS

Height

- Please note the maximum building height limits are based on stand footprint:

From	To	Maximum Height limit
6m ²	17m ²	3m
18m ²	54m ²	4m
54m ²	over	Double Decker (maximum height of 6m)

- If your stand height exceeds 2.9m, **BDM12 and SANS forms** are required to be completed and a **BDM13** must be signed off onsite.
- The maximum building height for single storey stands is **4m**. Any portion of an exhibition stand that exceeds 4m will need to provide structural calculations and will be charged airspace. Any stands over 4m in height that we approve may contain no more than 1sqm of promotional signage.
- Any exhibiting companies wanting to build **higher than 4m** will be subject to charge and this should be discussed with your Account Manager. Once agreed stand builders must submit a **completed BDM12 Form and SANS Form** along with their stand design incorporating front, side and top elevations to Informa Tech who will then pass onto the city of Cape Town. All custom stands require a structural engineer certificate (**BDM 13**) signed off onsite on completion of build. **Please note that failure to comply with this requirement may result in refusal of permission to erect the stand and a temporary building permit will not be issued.**
- Any additional hanging banners above your stand must be approved by Informa Tech before the show (note there is an additional charge). Informa Tech reserves the right to remove any non-approved hanging signage onsite.

ADJOINING SINGLE STOREY STANDS ONLY

- All space only exhibitors with adjoining neighbours are required to construct free standing partition walls between their own & adjoining stands. These must be to a minimum height of **2.5m** (i.e., the height of shell scheme) and a maximum of **4m** (maximum stand height permitted).

- 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**. NB. This cannot be branded and must be white in colour.

Walling off

- Any walls built either within or on the perimeter of your stand, must be no more than **60% of each side** of the stand (excluding compulsory partition walling as specified above). If a wall is required to be longer than 60% of the perimeter, the additional walling must be no more than 1m in height.

DOUBLE DECKER STANDS

Please contact your Informa Tech sales or operations representative as soon as possible if you are planning to build a double decker stand. Please note there will be an additional charge due for this.

Height

- The maximum building height for double-decker or multi-storey stands is **6m**. Double-decker stands may only be built with permission from Informa Tech. Please note there is an additional charge.
- Double decker stand builders must submit a **BDM 12 and SANS form** with their risk assessment and method statement, technical drawings incorporating front, side and top elevations and structural calculations to Informa Tech who will then pass onto the city of Cape Town. **NB. Structural calculations are at the expense of the exhibiting company, Informa Tech are NOT liable for these costs.**
- All custom stands require a structural engineer certificate (**BDM 13**) on completion of build. **Please note that failure to comply with this requirement will result in refusal of permission to erect the stand and a temporary building permit will not be issued.**

Walling off

- In case of a double decker stand, no more than **60% of the ground floor** may be walled off.

ADJOINING DOUBLE DECKER STANDS ONLY

- All space only exhibitors with adjoining neighbours are required to construct free standing partition walls between their own & adjoining stands. These must be to a minimum height of **2.5m** (i.e., the height of shell scheme) and a maximum of **6m** (maximum stand height permitted).
- 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**. NB. This cannot be branded and must be white in colour.

TRUSSES

- If trusses are required, this would be subject to an additional cost which can be discussed with your account manager.
- Trusses can hang above 4m with the condition that **no promotional signage** will be included as part of the truss structure. Any truss (including lighting/projection support) must be hung within the perimeter of your stand and must not over-hang into the aisle or any other stand.

RIGGED STRUCTURES/HANGING BANNERS

- If rigging is required, this would be subject to an additional cost which can be discussed with your account manager.
- Rigging that is deemed complex will require structural calculations to be submitted along with your technical drawings. **NB. Structural calculations are at the expense of the exhibiting company, Informa Tech are NOT liable for these costs.**
- Examples of complex rigged structures include any **bespoke or timber banner constructions and suspended items, e.g., lighting rigs of over 400 kg in weight.**
- All stands with proposed rigging will be sent to the venue for review and sign off. The following information must be submitted for a complex rigged structure to Informa Tech with your space only plan submission:
 - Detailed, scaled structural drawings
 - Specifications of materials used and description of all fixings
 - Weight per suspension point and total weight of banner construction
 - Structural calculations
 - Risk Assessment and Method Statement
 - BDM 12 and SANS forms
- Please note that lightweight aluminium banners that are a proprietary system with fabric/pvc infills are deemed non-complex and do not require the above secondary level of review. It is therefore important that all banner materials, description of all fixings, and total weight of your rigged banner is fully described on plan submissions.
- Any rigging must be hung within the perimeter of your stand and must not over-hang into the aisle or any other stand.

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 as required.**