

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 **Friday 20th May 2022**.

They should be clearly marked “NGON & DCI Stand 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 sam.armstrong@informa.com

IMPORTANT: All space only stands have between **9am – 8pm on the 20th June** to complete build. Due to this short build time, it is essential you plan your stand accordingly. Please **ONLY** submit stand plans that can be built in this time. Further time for graphic installation and equipment set up will be allowed between **3pm – 8pm on the 21st June**.

2. SUBMISSION OF PLANS AND DESIGNS

2.1 STANDS UP TO 3M IN HEIGHT – *see section 3.2 for stand height limits AND NON-COMPLEX STRUCTURES*

All single story stands require approval of stand plans. It should include the following details and be sent to us no later than **Friday 20th May 2022**.

- 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

3. DESIGN OF STAND

3.1 GENERAL

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

3.2 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. Logos and branding are not permitted on the rear face of partition walls when these walls overlook neighbouring stands.

The maximum height limit for stand construction is 3m

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.

3.3 OPEN FRONTAGES

Stand walls (above 1.5m in height) that are on an aisle facing another exhibitors' 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.