

# How to sign off your London Tech Week Stand

## Have a Space Only Stand?

Read through the [Stand Build Regulations](#) and [Informa Health, Safety & Security Exhibitor Guidelines](#)

## Submit for Review

Please send your risk assessment, construction phase plan (CPP), technical drawings, visuals, and method statement to our H&S partner Abraxys [HERE](#) for review

## Plans Received

Once Abraxys receives your plans they will review these against our internal guidelines and the H&S guidelines set out by Informa and the venue

## Above 4m or Complex Stand?

Should the stand be complex Abraxys may request more information including structural calculations

## Once the Stand Plan is approved

You will receive an email confirming Permission to Build from Abraxys

## Abraxys Response

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

## 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 Abraxys



Any Questions please email  
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