

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 submit your Risk Assessment, technical drawings, visuals and method statement to IMPI for review

Plans Received by IMPI

Once IMPI 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

IMPI 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 IMPI along with your stand design

IMPI Response

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

Forms Approved

IMPI will inform if your stand has been approved – until then, sit tight!

Don't forget your BDM 12!

IMPI will email you to remind that you should arrange for the stand to have a BDM12 signed off onsite as well as your pre-event forms.

Some very complex stands may need one extra step....

Is the stand very complex? 4m+, rigged, double decker etc?

Onsite Sign Off & BDM12

All stands must be signed off with a BDM12 onsite at the show by IMPI. Please contact info@impi-secure.co.za to arrange

Calculations 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 IMPI

Structural Calculations

Should the stand be deemed complex, our H&S partner IMPI may request more information including structural calculations