

## **FIA 2024 – STAND PLAN SUBMISSION PROCESS & CHECKLIST**

### **SUBMISSION PROCESS**

Exhibitors can upload their documents via a [Smartsheet form](#)– See checklist below of items required to be submitted, or they can ask their appointed stand contractors to do this on their behalf by nominating them as their contractor via the online portal (E-Net), to give them their own account (or by sending them the Smartsheet form URL directly).

**All** information must be submitted by the deadlines:

**NON- COMPLEX SELF-BUILD SUBMISSION DEADLINE: 31<sup>st</sup> May 2024**

**COMPLEX & DOUBLE DECK SELF-BUILD SUBMISSION DEADLINE: 31<sup>st</sup> May 2024**

There will be a fee or late submissions (please see exhibition regulations for more information).


The submissions will be reviewed by our official stand auditing partners; Abraxys. If they require additional information, they will be in touch directly, look out for emails from: [fia@abraxysglobal.com](mailto:fia@abraxysglobal.com) Submissions will be checked against the exhibition regulations, all other applicable regulations and the eGuide.

If it is a complex exhibition stand, your submitted structural drawings and calculations will be shared with our appointed structural engineers for certification.

Once all parties are satisfied with the submission, they will issue permission to proceed. You will receive this by email, it is important to read this email carefully.

**The summary table below shows which documents you need to submit based on the stand you are building.**

NON-COMPLEX STANDS – REQUIRED DOCUMENTS	✓
<p><b>Stand Design / 3D Render of Stand (Visuals)</b> Visuals should show overall layout and design of stand.</p>	
<p><b>Plan/Drawings with Dimensions and Orientation</b> Stand dimensions (length &amp; width) and orientations (open sides) submitted should match the <a href="#">floorplan</a> Plans should show lengths of any long runs of walling along open sides</p>	
<p><b>Plan/Drawings with Elevations</b> Plans should include: heights of wall/ structure/ exhibit from floor (inc platform flooring) and details of any ramps heights of vehicles and exhibits and details of any lighting soffits.</p>	
<p><b>Construction &amp; Dismantle Phase Plan</b> Templates &amp; guidance available <a href="#">here</a></p>	
<p><b>Method Statement</b> Templates &amp; guidance available <a href="#">here</a> Suitable &amp; sufficient document detailing your method on how this stand will be constructed safely and on time. Consider:</p> <ul style="list-style-type: none"> <li>• Exhibition timetable</li> <li>• Equipment needed, including complex lifts</li> <li>• Staffing levels</li> <li>• Stability</li> <li>• Waste management</li> <li>• Erection and timetable of build</li> </ul> <p>Should also include onsite contact details for project manager and H&amp;S representative.</p>	
<p><b>Risk Assessment &amp; Fire Risk Assessment</b> Templates &amp; guidance available <a href="#">here</a> Suitable &amp; sufficient document showing all risks with building and dismantling the stand. Consider:</p> <ul style="list-style-type: none"> <li>• Working at height</li> <li>• Complex structures and use of lifting equipment/need for complex lifts</li> <li>• Electrical installations</li> <li>• Manual handling</li> <li>• Laying of platforms</li> <li>• Use of tools</li> <li>• Staff welfare</li> <li>• Long working hours</li> </ul>	
<p><b>Public Liability Insurance</b></p>	

<b>In addition to the above table:</b> <b>DOUBLE DECK STANDS – REQUIRED DOCUMENTS</b>	
<p><b>Technical Plans</b> Should include:</p> <ul style="list-style-type: none"> <li>• Detailed drawing of the staircase</li> <li>• SQM of upper deck Area</li> <li>• Travel distance from furthest point on upper deck to a position off the stand</li> </ul>	
<p><b>Structural Drawings</b> Should include:</p> <ul style="list-style-type: none"> <li>• Joints and connection points</li> </ul> <p>The submitted drawings will be checked and verified by the organiser's appointed structural engineer.</p>	
<p><b>Structural Calculations</b> (In English) The structural calculations should comply with/include:</p> <ul style="list-style-type: none"> <li>• Created by qualified structural engineer</li> <li>• All submissions in English adopting SI units</li> <li>• Loading criteria</li> <li>• 5.0Kn/sqm imposed load on upper decks</li> <li>• 1.5Kn/m on all handrails/up-stands acting at 1100mm above FFL</li> <li>• 6% of imposed load applied horizontally to internal double deck structures for stability check</li> </ul> <p>The submitted calculations will be checked and verified by the organiser's appointed structural engineer.</p>	
<p><b>Staircase information</b> Should Include:</p> <ul style="list-style-type: none"> <li>• Number of staircase steps</li> <li>• Height, width and depth of staircase steps</li> <li>• Dimensions of staircase landings</li> <li>• Confirmation that step risers are not open</li> <li>• Height of handrails and confirmations that they extend beyond the steps</li> </ul>	
<p><b>Balustrade Information</b> Should include:</p> <ul style="list-style-type: none"> <li>• Height and material infills of all handrails and balustrades</li> <li>• Details about kickboards</li> </ul>	
<p>Please ensure all Health &amp; Safety documentation includes additional information related to the Double Deck build.</p>	

<b>In addition to the above tables: WHERE APPLICABLE</b>	✓
<b>Any complex elements (see eGuide) should upload structural drawings and calculations.</b>	
<b>Rigging</b> Rigging Plan should include: <ul style="list-style-type: none"> <li>• Size of Banner</li> <li>• Location, inc. heights</li> <li>• Materials</li> <li>• Weights</li> <li>• Connection Points</li> </ul>	
<b>Glazing</b> Should confirm that glazing conforms with regulations	
<b>Doors</b> Should include: <ul style="list-style-type: none"> <li>• Must show direction of opening</li> <li>• Confirmation of vision panel</li> </ul>	
<b>Additional Information</b> Please provide any additional information if your stand plans contain any of the following features: Construction materials, ceiling material, enclosed rooms, platform heights, special exhibits, steps with detail of risers and treads, handrails and balustrades, special risks, demonstrations and seating. Please ensure all Health & Safety documentation includes additional information regarding any of the above features as applicable.	

All documentation must be **specific** to this show and the work activities being performed. All documents must clearly state the stand/chalet numbers and client name.