

SPACE ONLY STAND

DOCUMENTATION CHECKLIST & RIGGING SUBMISSION DECLARATION

EVENT NAME	SITS & MSP 2025
EXHIBITING COMPANY NAME	
STAND NUMBER	
STAND FOOTPRINT DIMENSIONS	
MAXIMUM BUILD HEIGHT	
PRINCIPLE CONTRACTOR DETAILS	
ONSITE CONTACT NAME	
ONSITE CONTACT NUMBER	
ARRIVAL & COMPLETION TIME & DATE	

Please submit the following documents by **28th March 2025** in order to comply with HSE legislation and the CDM 2015 Regs.

Please tick to confirm and return this sheet alongside the required documentation.

Full stand plans and visuals showing all dimensions and elevations	
Show specific risk assessment	
Method Statement	
Public liability insurance, which must be in date at the time of event, covering ALL show days. MUST be a minimum of £5million.	
Confirm that you have checked your stand will fit in the footprint of your space and the height is acceptable.	

Please also confirm the following structural stipulations:

You will supply a wall on every side adjacent to another stand, up to a minimum of 2.5M in height.			
OR You would prefer to purchase a Shell Scheme wall.			
The rear of any wall higher than 2.5M will be finished in a tidy and neutral manner. Corporate branding is NOT permitted on walls overlooking the adjacent exhibitor.			
Any store-room doors will be fitted with a CLEAR vision panel. Frosted panels are NOT permitted.			
I will be rigging above the stand. If yes, please complete the Rigging Declaration section on page 2.	<table> <tr> <td>Y</td> <td>N</td> </tr> </table>	Y	N
Y	N		

CDM REGS (2015) CHECKLIST

I will provide an event project safety file.	
I can confirm that all personnel have viewed the Site Induction and will comply.	
I will provide suitable welfare for all staff on my Space Only site. This will include access to hot food/ boiling water, and a suitable rest area.	
I confirm that my Space Only site will become a separate construction under the auspices of the CDM Regulations 2015 and that I will have sole responsibility for the safe implementation and completion of the project within that area.	

RIGGING REQUIREMENTS AND DECLARATION

If you intend to rig above your stand, please complete the following section.

If you are rigging bespoke items, plans and structural calculations must be submitted with the rest of the stand plans. These will require sign off from our Structural Engineers for which there may be an additional charge.

Your method statement and risk assessment must cover all rigged items.

If you are in doubt as to what type of rigging you have, please refer to the rigging classifications from the e-guide, [click here](#) to view:

I will be rigging:	
A standard banner	
A modular structure	
A custom built/ bespoke structure	

I confirm that the order has been placed with the venue riggers as detailed in the Exhibitor Manual.	
I have ensured that my RAMS reflect the rigging concerned.	
I am aware of the possible charges for the sign-off of a complex rig. (To be advised by the organisers.)	
I have attached plans and visuals along with a full description of the rig.	

Signed:

Print name:

CLIENT / PRINCIPLE CONTRACTOR (Delete as necessary)

Date: