

**The Advanced Ceramics Show, The Advanced Materials Show, Battery Cells & Systems Expo, Vehicle Electrification Expo 2025**

**STAND DESIGN INSPECTION FORM** - To complete and submit for all self-build and contractor-built stands.  
**Deadline for submission: Wednesday 14<sup>th</sup> May 2025**

FOR ALL SELF BUILD/CUSTOM BUILD STANDS – Information required	Tick as appropriate
Scalable plan view drawings showing all dimensions and location of all stand-fitting, construction, furniture and exhibits	
Elevation view drawings showing all heights, including any rigging	
Risk Assessment for the build and dismantle of the stand	
Method Statement for the build and dismantle of the stand	
CDM Phase Plan for the construction and dismantle phases	
Details of any rigging (suspended elements from the hall ceiling)	
List of stand fitting materials confirming their compliance with eGuide regulations	
Proof of insurance	
For COMPLEX STANDS - Information required (in addition to the above)	Tick as appropriate
Construction drawings / static calculations to prove the stability of the complex elements	
For stands with steps, please submit step, handrail and balustrade drawings showing all step dimensions, handrail & balustrade heights and details of handrail & balustrade infills.	
For super platforms & multi-storey stands, please submit the two storey Method Statement, template available via the eGuide and online Exhibitors Hub.	

<b>Exhibiting Company Name:</b>	
<b>Stand Number:</b>	
<b>Stand Construction Company or Self Build Company name:</b>	
Contact:	
Address:	
Tel:	
Email:	
Onsite mobile number:	

<b>Please provide the following information:</b>		
<b>Is the stand Complex?</b>		
<b>Please identify the complex elements on the stand:</b>		
	Two-Storey	>4m
	Complex structure (identified as having input from an Engineer and/or the design requiring structural calculations)	Complex rigging (suspended stand build, items not designed for rigging, timber constructions etc.)
	Platforms/stages (used by public ANY HEIGHT but not overall stand platforms or floor flats)	Platforms/stages 60cm+

	Stepped access 60cm+		Temporary demountable structures
<b>Please confirm the dimensions of the stand.</b>			
<b>What is the total height of the stand from the venue floor, in metres?</b>			
<b>Please confirm the stand build materials i.e timber, system, modular etc. If using timber, please be specific. If using a modular stand, please confirm the system name.</b>			
<b>Will you have any steps or stairs in the design?</b> <i>(To avoid delay, please ensure that dimensions of the stairs, handrail &amp; balustrade drawings are included in your plans)</i> <b>If yes, please confirm the height of the stepped access.</b>		Yes	No
<b>If the stand joins onto other exhibitors or the venue wall, please confirm divide proposals &amp; height.</b> <i>Pop-up displays, roll-up banners, stand-alone graphics (e.g. tension fabric walls with frames) etc are not considered walling and must be accompanied by a custom-build or a stand package</i>			
<b>What is the floorcovering?</b>			
<b>Does the stand have a platform?</b>		Yes	No
<b>If so, please confirm the height?</b>		Height:	
<b>Has a ramp been included for disabled access?</b>		Ramp details:	
<b>What is the maximum distance (furthest point to a gangway) a person would have to walk from any point on the stand?</b>			
<b>Does the design feature any closed rooms?</b>		Yes	No
<b>All doors must contain a vision panel(s)/windows meeting regulations. Please confirm this will be met.</b>		Yes	No
<b>Does the design include any rooms enclosed with a ceiling?</b>		Yes	No
<b>Does the design include any walling on open edges?</b> <b>If yes, please confirm the length.</b>		Yes	No
		Length:	
<b>Does the walling comply with the Organisers' regulations?</b>		Yes	No
<b>Does the stand feature any rigging?</b> <i>(Suspension from the Venue roof). If yes, please provide full details and return the Rigging Application form available via ESS Ltd.</i>  <i>Rigging is subject to Organiser permission.</i>		Yes	No
		Details:	
<b>All hanging banners must be set back from neighbouring stands a minimum of 1m. Please confirm.</b>		Yes	No
<b>Please confirm your stand name and stand number will be prominently displayed within your stand.</b>		Yes	No
<b>What day will you arrive onsite to start construction?</b> <i>Monday 7<sup>th</sup> July – Tuesday 8<sup>th</sup> July 2025</i>		<b>Mon</b>	<b>Tues</b>
Please confirm how you intend to remove exhibition waste during build-up and breakdown.		<i>Please tick those that apply</i>	
		<b>Hiring Venue bins</b>	<b>Removing own</b>

**By signing, you confirm to adhere to the following statements:**

1. We are familiar with the Display Rules & Regulations for this event, as detailed in the Exhibitor manual.
2. We are familiar with the event schedule, especially times relating to build-up, opening hours and breakdown, as detailed in the exhibitor manual
3. We understand our contract is for floorspace only and that all stands must have walling and carpet/ flooring, and that pop-ups/ standalone graphics do not constitute walling
4. We confirm our stand will have carpet/ flooring and the walling will cover the full perimeter of the stand
5. The above-named person will be in possession of and familiar with our company Health & Safety Policy and control measures in place for hazards on our stand, if applicable

**Signed:**

**Dated:**

Full display regulations can be found here - <https://advancedmaterialsshow.com/exhibitor-manual-nec25/display-rules-regulations/>

All standfitting must also meet with eGuide & Venue regulations - [eGuide - AEV](#)