

## Checklist for Stand Builders

Submit all compulsory documentation to Event Support Solutions	Deadline	
Stand Design Inspection Form	14 May 2025	
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		

Stand Design and Layout Tasks	Deadline	
Review the Organiser Display Rules & Regulations	ASAP	
Review the Venue Technical Guidelines		
Factor in storage space for belongings/ promotional materials		

Before the Show Tasks	Deadline	
Review the contents of the Exhibitor Manual	Upon receipt	
Order any other stand services required (electricity, catering, cleaning, etc.)	Various	
Make shipping & handling arrangements		
Review and adhere to key deadlines	ASAP	
Review the Event Schedule for access times		
Familiarise yourself with the show floorplan		
Make sure you have suitable insurance cover		

### Useful Links:

- [Exhibitor Manual](#)
- [Exhibitor Risk Assessment](#)
- [Stand Plans & RAMS Submissions – Stand Builders](#)
- [Key Deadlines](#)
- [2024 Floorplan](#)