



Exhibition Stand Design Submission Form

Deadline: 1st March 2020

Return to: production@conceptzone.net

Stand Approval Process

Space only exhibitors must submit complete plans for their stand build no later than **1st March 2020**. Submissions should be made by completing this form and sending it to production@conceptzone.net along with all supporting documents. Submissions will be reviewed by both the organiser and the venue before being approved. Stands which have not been reviewed and approved will not be permitted to build, and any contractors will be denied access to the hall. All space only stand contractors must submit a performance bond form along with correlating security cheque directly to Concept Zone Exhibition Fixture FZCO, before the stand can be approved for build.

PLEASE COMPLETE THE BELOW IN TYPE OR BLOCK CAPITALS NO LATER THAN 1st March 2020.

EVENT DETAILS

EVENT:	BEVERAGE AND TOBACCO MIDDLE EAST 2020
EVENT DATES:	08-09 APRIL 2020
EVENT BUILD DATES:	06-07 APRIL 2020

EXHIBITOR DETAILS

EXHIBITOR COMPANY NAME:	
STAND NUMBER:	
EXHIBITOR CONTACT NAME:	
EXHIBITOR CONTACT EMAIL:	
EXHIBITOR CONTACT NUMBER:	

CONTRACTOR DETAILS

CONTRACTOR COMPANY NAME:	
CONTRACTOR CONTACT NAME:	
CONTRACTOR CONTACT EMAIL:	
CONTRACTOR CONTACT MOBILE:	
SUPERVISOR ONSITE NAME: MOBILE:	

This form **MUST** be accompanied by the following:

- 3D visual of the stand (front, side and back)
- Full stand dimensions
- Elevation drawings (front, side and back)
- Architectural plan/ layout
- Structural drawings/ calculations
- Structural material details
- Structural connection details
- Certificate of fire safety/ fire retardant materials
- Risk assessment*
- Method Statement*
- Any storage facilities on the stand
- Any ceiling/ cover on the stand
- Performance bond
- Public Liability insurance copy

Once you submit the complete stand design plans, these will be reviewed by both the Organiser and then the Venue. You will be notified via email of either your written approval to build, or comments required to amend the stand design.

- Plans must prove structural stability.
- Photographs of stands built will not be accepted in place of full structural drawings.
- Permission to build a stand from a previous show will not be accepted as permission to build, plans must be re-submitted for every show.
- Once the stand design has been approved, any changes to the design must be approved by both the Organiser and the Venue and any such changes should be notified in writing to production@conceptzone.net
- This completed form must be sent directly to production@conceptzone.net, NOT to the venue.
- It is the Exhibitor's responsibility to share the exhibitor manual and ALL rules & regulations with their chosen contractors.
- Stands which do not have permission to build will not be given access to the hall.
- You must not assume permission to build until you have received confirmation in writing via email from the Organiser directly. The submission alone does not grant permission to build the stand.
- Any submissions made after 1st March 2020 may incur a late fee from the Venue for last minute reviews. If the plans cannot be approved in time, you will not have permission to build onsite.

*A method statement is a safe procedure document that should be submit alongside the risk-assessment. The risk-assessment should cover the open period as well as build and breakdown.

SIGNATURE (on behalf of the contractor)

COMPANY STAMP