

Re: Stand Plan submission Procedures

We have recently carried out a review of our stand plan submission procedures and will update you on the procedures and the changes.

Complex Structures

Definition

A Complex Structure is any form of construction of any height, which would normally be designed by an engineer and/or has, through a risk assessment, been found to provide a significant risk. Structures over 4m in height, multi-story stands and all suspended items are always considered to be Complex Structures unless demonstrably simple and possessing no significant risk.

Examples of complex structures:

- Any structure, regardless of its height, which requires structural calculations
- Multi-storey stands
- Any part of a stand or exhibit which exceeds four metres in height
- Suspended structures (does not include banners) e.g. lighting rigs
- Sound/lighting towers
- Temporary tiered seating
- Platforms and stages over 0.6m in height and all platforms and stages for public use (not including stand floor flats and platforms).

Your Event Manager and ExCeL's Health & Safety Department can assist you in identifying Complex Structures.

Submission Procedure

Licensees are responsible for submitting full details of all complex structures, no later than 28 days prior to the first day of the licence period, to their ExCeL Event Manager. The following details are required:

- ↑ Detailed, scaled structural drawings (including staircases, plan views and elevations).
- ↑ Calculations, Specifications and Method Statement each showing Event name and stand number.
- ↑ For each Complex Structure the Licensees are required to send 3 complete sets of the above in English. Items should not be sent piecemeal.
- ↑ Any Complex Structure that is modified after its initial submission to The Company must be re-submitted for certification by the organiser detailing all modifications.

Sign Off

All Complex Structures must be certificated by a suitably qualified and experienced person; generally a Chartered Engineer with adequate professional indemnity cover, to confirm that the design is safe for its purpose. This person should:

- ↑ Arrange that requirements for safety be met.
- ↑ Manage the procurement, including provision by the supplier of construction drawings accompanied by calculations, design loads and relevant test results.
- ↑ Confirm the final overall design is safe for its purpose.

Once installed the Licensees must provide on-site inspection certificates for all Complex Structures to the ExCeL Event Management Department.

Space only stands and Features

Definition

Any stand or structure that is neither complex nor shell scheme system (such as Octanorm)

Submission Procedure

Organisers are not required to submit non-complex, space only stand plans. However, if there are numerous instances of non-compliant stands being built during your event (based on the rules detailed in the AEV eGuide document), we will insist on the submission of all space only stand plans on your future events.

Non-compliance

Any non-compliant issues that are found during your event will be reported directly to the organising team on-site along with the nominated health and safety team and these would be expected to be dealt with accordingly.

Frequent space only, non-compliant issues that we are keen to avoid are:

- Thickness of glazing (the minimum thickness of a pane, based on its horizontal and vertical dimensions, can be found on page 133 of the Dec 2013 AEV eGuide, point 93 'Glazing', sub-section 'Construction Materials', section 'Stand Construction'). Please note that if either the horizontal or vertical dimensions of any pane are exceeded, the pane must be judged on the next band up; therefore it is not a measure of square area.
- The absence of Vision panels in storeroom doors.
- Non-compliant stepped access.

Sign Off

All space only stands will be subject to a visual sign off by a Structural Engineer.

Shell System Construction

The shell system contractor must confirm in writing that they have carried out an inspection of all shell scheme stands, and they have been constructed using the correct material, in accordance with manufacturer's specification and are fit for purpose.

ExCeL London's Health & Safety Team will inspect all stands, structures and features, to check they are fully compliant with the regulations set out in the AEV eGuide.

We thank you in advance for your cooperation and if you have any further queries regarding this then please do not hesitate to contact the team below.

Yours Sincerely

ExCeL London Health & Safety
ExCeL London
One Western Gateway
Royal Victoria Dock
London E16 1XL
www.excel-london.co.uk