

Complex Structure Submission Form

(To be filled by the Exhibitor)

DEADLINE 14 days prior to event setup day

EVENT NAME		Event Dates	
Stand/Feature Name		Hall & stand/feature #	
ORGANISER		Submission Contact person	
Telephone		E-mail	
CONTRACTOR		On Site Contact person	
Telephone		E-mail	
Contractor address			

NOTE: It is a mandatory requirement to submit the below complete information for all complex structures.

Non – Structural Elements		Structural Elements	
Overall exhibition or event plan highlighting the location of the structure	<input type="checkbox"/>	A detailed, fully dimensioned, technical plan drawing of each level of the structure	<input type="checkbox"/>
Full Stand Dimensions	<input type="checkbox"/>	A detailed, fully dimensioned, technical section drawing of each level of the structure	<input type="checkbox"/>
Details of all materials to be used in the construction and finish of the structure	<input type="checkbox"/>	A detailed, fully dimensioned, technical elevation drawing of each face of the structure	<input type="checkbox"/>
Details of the provision made within the structure, including material specifications, for protection against fire and the spread of flame (<i>Fire ratings</i>)	<input type="checkbox"/>	Method statement detailing the Safe System of Work by which the structure will be assembled, used and disassembled	<input type="checkbox"/>
Details of access and egress routes, including emergency exits from the structure	<input type="checkbox"/>	Design, form and dimensions of every structural element (<i>Beams, Columns, Ties, Braces etc</i>)	<input type="checkbox"/>
Materials safety data sheet for all chemicals to be used	<input type="checkbox"/>	Design, form and dimensions of every staircase or ramp > 600mm rise	<input type="checkbox"/>
A full risk assessment covering build up, use and breakdown of the structure	<input type="checkbox"/>	Design, form and method of each connection between structural elements	<input type="checkbox"/>
Detailed layout of any seating arrangements within the structure	<input type="checkbox"/>	Design, form and dimensions of every base plate for transferring load to the Venue floor (<i>1m² minimum</i>) (<i>anchoring of base plates to Venue floor is not permitted</i>)	<input type="checkbox"/>
Accessible Ramp detail (<i>if design includes platform floor</i>)	<input type="checkbox"/>	Design, form and lateral load resistance of any handrail systems	<input type="checkbox"/>
Detail of corner protection or rounding (<i>if design includes platform floor</i>)	<input type="checkbox"/>	Structural design calculations proving structural integrity (<i>To include loading and stability analysis, shear, stress and deflection checks</i>) (<i>Stamped and attested by professional structural engineer</i>)	<input type="checkbox"/>

NOTE: Upon completion of construction the Contractor/Organiser is required to complete & submit a 'Certificate of Integrity' confirming:-

- Structural Integrity and stability of the structure,
- Load per unit area (kg/m^2) applied to the ADNEC Floor
- The structure is safe for the intended load, fit for purpose and constructed as per design.

SUBMISSION	Name	Submission Date
Event Organiser / Contractor		
ADNEC Planning Manager		
ADNEC Health & Safety Dept		

Status		Comments
For ADNEC Health and Safety use only		
<i>Structural Elements</i>		
Reviewed	<input type="checkbox"/>	
Reviewed with Comments for action	<input type="checkbox"/>	
<i>Non-Structural Elements</i>		
Incomplete submission – additional information required	<input type="checkbox"/>	
Rejected	<input type="checkbox"/>	

ADNEC Structural Engineer	Name	Signature	Date
ADNEC Health & Safety Dept.	Name	Signature	Date

IMPORTANT NOTE :

- The stability, integrity and safety of all display items, features or structures is the responsibility of the supplier, contractor and client.
- If any complex structure is modified after the submission of the above information, plans must be resubmitted with details of all modifications and a structural engineer's confirmation that the final overall design is safe for its purpose
- Comments made relate to submissions during Design Stage review and do not relieve any Contractor from compliance with the requirements of the drawings and specifications.
- This review is limited to general compliance with the requirements of ADNEC rules and regulations.
- ADNEC takes no responsibility for structural stability or integrity of any submission.
- Contractors are responsible for confirming and correlating all quantities and dimensions, structural stability, selection of fabrication processes, techniques of construction, coordination of works with that of others and for performance of duties in a safe and satisfactory manner.