

STAND DESIGN INSPECTION FORM



This form must be submitted by ALL space only exhibitors with the relevant information by the applicable deadline as detailed below. **PLEASE COMPLETE THIS FORM ELECTRONICALLY.**

PLAN SUBMISSIONS

Please supply plans and supporting information in one complete submission by the relevant deadline detailed below to **ESS** for inspection. **Email:** igbstandplans@clariongaming.com

EXHIBITING COMPANY NAME		STAND NO	
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DEADLINE DATES & FEES

NON-COMPLEX ALL documents must be submitted by: Friday 28th November	The inspection fee of €89 + VAT has already been included in your exhibiting contract. If your plan is complex, the below fee and deadline will apply.
COMPLEX – SINGLE STOREY (Double deck/multi storey stand plans, single storey, >4m, rigging stand plans). ALL documents including calculations must be submitted by: Friday 14th November	An additional inspection fee of €855 + VAT will apply for complex/double deck stand (covers preshow & onsite structural inspection NOT provision/drafting of calculations). - €255 Inspection Fee - €600 Complex Fee
COMPLEX – MULTI STOREY (Double deck/multi storey stand plans. ALL documents including calculations must be submitted by: Friday 14th November	An additional inspection fee of €1,070 + VAT will apply for complex/double deck stand (covers preshow & onsite structural inspection NOT provision/drafting of calculations). - €255 Inspection Fee - €815 Complex Fee
NEW PLAN SUBMISSION FEE	Should the stand dimensions or design change; a new plan submission inspection fee will be charged at the standard rate as listed above.
LATE SUBMISSION FEE	All stand plans must be submitted with all supported documentation prior to the deadline. Plans not submitted before the deadline will incur a late submission fee of €1,188 + VAT .

BILLING INFORMATION

COMPANY NAME		VAT NO	
ADDRESS, COUNTY, COUNTY, POSTCODE			
CONTACT NAME		CONTACT TEL	
CONTACT EMAIL			
BILLING CURRENCY REQUIRED	☐ £ GBP	☐ € EUR	

Payment of the relevant inspection fees (including applicable late fees) will be invoiced by ESS and must be paid prior to drawing comments being issued.

SUBMISSION DETAIL

Please confirm the stand dimensions in meters?	
Please confirm the total height of the stand build from the venue floor in meters?	

PLEASE TICK BELOW ALL COMPLEX ELEMENTS THAT APPLY	
☐ Two-storey (Permitted ONLY on island stands with Organisers permission. Application must be made by 24th October) Upper floor square meterage? _____	☐ Stepped access 50+cm Height of the stepped access _____
☐ Complex structure (identified as having input from an Engineer and/or the design requiring structural calculations or is >4m)	☐ Platforms/stages 50+cm in height Platform/Stage height _____
☐ Complex rigging (suspended stand build, items not manufactured for rigging, bespoke constructions, modified rig systems, 'non-certified' structures). *Please refer to regulations	Tiered seating
☐ >4m build (All build over 4m in height is deemed complex)	☐ Enclosed area holding 50 or more people

BUILDING MATERIALS Please detail below the materials used i.e. metal, ply, glass (type and thickness), Perspex etc
FLOOR COVERING
STAND STRUCTURE
RIGGED STRUCTURE

PROBITED MATERIALS AND WORKING PRACTICES

Please note use of chipboard, MDF & similar is not permitted unless used in platform floors (not supporting under beams) and if used for walls/stand build, its only permitted if fixed to a structural frame. If these materials are discovered onsite, this element will be removed. All materials must be structural and fireproof.

A structural frame must have connected horizontal and vertical cross-bracing.

Sanding and cutting in the hall must be avoided (extraction is required-review HSE 'Dust Kills').

Products containing isocyanate or labelled as H332 (such as Novol) are strictly prohibited.

All materials and build materials such as filler must be water based.

Please consider the environment when producing your stand and use recyclable and re-usable materials.

SUBMISSION CHECKLIST

- Scalable plan views showing dimensions and location of all stand fitting, construction, furniture and exhibits
- Elevation view drawings showing all heights, including any rigging
- Details of flooring and any raised platforms
- 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 [g-Guide](#) regulations

FOR COMPLEX STANDS | In addition to the above, the following documentation must be submitted

- Construction drawings and static calculations to prove the stability of all complex element
- For multi-storey stands AND stands with steps, please provide step, handrail and balustrade infills. Loading details must be specified in the calculations
- Fire & Escape plan showing travel distances from upper floors to aisles, signage proposals & smoke detection
- For super platforms & multi-storey, please submit the two storey Method Statement, template is available via the [g-Guide](#).

STAND DESIGN INSPECTION FORM

STAND CONSTRUCTION COMPANY			
CONTACT		TEL	
ADDRESS			
EMAIL			
ONSITE CONTACT		ONSITE TEL	
ONSITE EMAIL			

Declaration:

I, the responsible project manager / foreman / site manager (please delete), hereby declare that the above information is true and that the stand complies with the show stand-fitting regulations and gGuide stand build regulations and is safe and fit for purpose utilising compliant build materials.

SIGNED		DATE	
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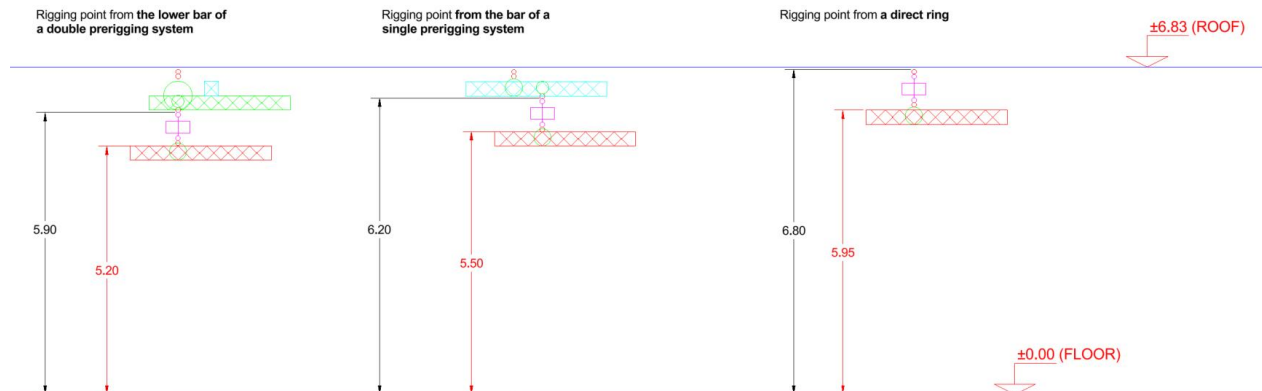
STAND DESIGN ELEMENTS

PLEASE CONFIRM DETAILS OF ALL STAND DESIGN ELEMENTS THAT APPLY	DETAILS/ ANSWERS
Does the stand join onto others or the venue wall? If yes, please confirm the dividing wall proposals & height?	
Please confirm all partition/dividing walls will be dressed neatly in white overlooking any neighbouring stands? <u>The rear of walls must look as neat as the front. Fabric dressing is not permitted.</u>	
Please confirm if the stand features a raised floor and height?	
If yes, please confirm if a wheelchair ramp has been integrated and confirm ramp width?	
Please confirm if the stand features any walling on open sides? If yes, please confirm the length?	
Please confirm if the design features any closed rooms with fabric or solid ceilings? If yes, all rooms closed with ceilings require illuminated exit signs and smoke detection, please confirm?	
Please confirm all doors leading to closed rooms contain a vision panel? All doors must contain a vision panel(s)/windows. Meeting room doors full-length vision panels.	
Please confirm if the stand features any rigging/suspensions from the hall roof? If yes, please confirm the height. If yes, we require the rigging materials. <i>All bespoke rigging, rigging with timber, modified systems, non-certified systems etc. are deemed complex. You are responsible for declaring complex rigging.</i>	
Please confirm if the stand features any low lights e.g. below 2.1m?	
Please confirm if the stand features any neon lighting?	
Please confirm if the stand has working exhibits?	
Please confirm if the stand features a 'working' kitchen?	
What is the maximum walkable travel distance from the furthest point(s) on a stand to a gangway?	
Two-storey stands only; What is the maximum walkable distance from the furthest point(s) on an upper floor to a gangway?	
Please confirm the stand build will be completed by 4pm on Monday 19th January for inspection by the Structural Engineer	
Waste management and removal – All stands must order waste facilities through the Fira. All stands must order waste removal services through the Fira. See waste regulations and processes within the Waste regulations here. All stands must have a Waste Management Plan in place. Consideration of stand materials must be made in the design process and try to eliminate single use and non-recyclable items.	

SUMMARY OF CLARION GAMING SHOW REGULATIONS (IN ADDITION TO G-GUIDE REGULATIONS)

RIGGING

- All rigging is permitted however bespoke build, modified rig structures, timber build/frame/cladding/ non-certified rigging elements and systems and elements not designed to be hung will be deemed complex.
- Branded rigged items is deemed sponsorship. Please contact Clarion.
- Complex rigging requires an Engineer to inspect and give permission for the rigging to be raised via issuing a 'Permit to Rig' certificate.
- Any rigging containing branded elements must be a minimum of 1 metre distance from any partition walls with neighbouring stands.
- Any rigging upstairs in 8.1 must be at a maximum height of 7m.
- Please be aware of height restrictions and rigging restrictions in 8.0. The rigging tech plan can be viewed here.
- Please see below for height restrictions within Hall 8.0:



HEIGHT LIMITS

- The maximum height limit is 4m for single storey and 6m for double deck stands. If you wish to build a single storey stand above 4m this will be subject to approval from the iGB Operations Manager and only permitted on one side if located on the perimeter of the hall.
- Rigging elements must hang a minimum of 4 metres from the floor to the underside of the rigged item.

DOUBLE DECK STANDS

- Double deck stands are only permitted on island sites and with approval from the iGB Operations Manager. You must require permission for a double deck stand by **24th October 2025**. Stand plans & static calculations must be submitted by **14th November 2026**. Please note triple deck structures are not permitted.

PARTITIONS, WALLING, FLOORING, DRESSING

- **Partitions** - Space only sites are not provided with any partition walling. On divided sites (where the stand adjoins neighbouring stands or the Venue), Exhibitors are responsible for erecting their own walls meeting with the following requirements: -
 - Partitions must be a minimum height of 2.5m. The rear must be dressed above 2.4m in a plain, neutral colour.
 - Partitions must be solid and run for the full length of each closed side.
 - Branding and logos are not permitted on the rear of dividing walls where these overlook neighbouring exhibitors.
 - Exhibitors may not use the back of the other stand walls without the consent of the exhibitor concerned.
 - Exhibitors adjoining a shell scheme stand may not use the reverse of the neighbouring shell as their dividing wall.
 - Fabric dressing is not permitted.
- **Walling** - Solid runs of construction/walling along gangway edges are forbidden. All stands, irrespective of height, must have at least 50% of each frontage either open or fitted with (approved) transparent material with no more than a 4m continuous run of solid walling. Where runs of walling are to exceed 4m, a minimum of 1m wide visual break must be incorporated. The break must span between 0.5m-2m in height measured from the stand floor. This ensures a break for both wheelchair users and standing people. Furthermore, a visual break must be 100% transparent. Frosted windows will not be permitted as this contravenes a visual break. Please take neighbouring exhibitors into account when designing your stand.
- **Flooring** - Space only sites are not provided with any floorcovering. The exhibitor/contractor is responsible for arranging this. The Stand Holder is responsible for meeting the Equality Act and including control measures within their Risk Assessment.

SETBACKS

- All working equipment must be setback from the stand edge by at least 0.5m so as not to cause a hazard to staff or visitors.

ENCLOSED ROOMS

- All doors to enclosed rooms must contain a vision panel.
- Meeting rooms and/or doors with access by the public should have a full-length vision panel. This is an Organiser recommendation.
- The doors for evacuating less than 50 people must incorporate a quick and easy opening device without having to use a setting key or actuating more than one mechanism. Opening does not necessarily have to occur in the direction of evacuation.
- Doors for evacuating more than 50 people must open in the direction of evacuation and by means of a pressure bar or horizontal sliding bar, in accordance with the UNE EN 1125:2009 standard.
- The evacuation doors cannot be blocked at any time by any object when there are people in the area.
- For rooms enclosed with a ceiling, emergency lighting and illuminated exit signage must be considered and implemented and smoke detection included.
- Fabric ceilings must be water permeable.
- Smoke detection must be installed where the Venue's fire suppression system is impacted. All stands must undertake a Fire risk assessment.

STAND NUMBERING

- We recommend including the name and stand number of the company exhibiting on each side of the stand.

Please visit the [Contractor Zone](#) for full show regulations and links provided for Fira Barcelona and Spanish Technical Building Code (TBC).
All information must be submitted by the deadline date.

All space only construction files must be completed by the 19th December.