

# Please download the form before completing

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## FLOATING OFFSHORE WIND 2024

### Space Only Stand Plan Submission Form

PLEASE COMPLETE AND RETURN WITH YOUR STAND PLAN SUBMISSION: [dianne.wright@inside-events.co.uk](mailto:dianne.wright@inside-events.co.uk)

DEADLINE: 23 AUGUST 2024

Exhibitor Company Name									
Stand Number									
Stand Dimensions		Width(m):		Length(m):		Height(m):		Open Sides	
Stand Builder Company Name									
Name of Responsible Person On Site									
Onsite Contact Number (Mobile)									
Contact Email									
Details of large exhibits which require forklifts or cranes for loading in or out. Access must be arranged on <u>first day</u> of build with CEVA Showfreight		Product Description:							
ACCESS / ARRIVAL TO BUILD		Date:			Time:				
								Submitted	
Risk Assessment									
Method Statement									
Elevation and plan of your stand including all dimensions and heights									
Construction Phase Plan									
Public Liability Cover									
Please confirm the following:									
Maximum height of walling									
Minimum height of walling									
Walls will be self-supporting									
The reverse of the stand will be dressed down in a neutral colour to a height of 2.5m if sharing a side									
If having a platform, please confirm:									
1. Height of the platform									
2. There is an edging to the platform to differentiate it from the gangway									
3. You have considered access for disabled delegates (Platforms are often a trip hazard, so please avoid their use where possible)									
All stand fitting and other materials will be removed from the halls									

before the end of the tenancy. Disposal of any items left will be recharged to the exhibitor

Items of special risk:	Yes	No
Are there any steps or stairs on your design?		
Does the stand include any low-level lighting?		
Will you have any LPG or other flammable gases on your stand?		
Do you intend to rig anything at the show?		
Is there any Neon lighting included in your stand design?		
Are there any water features included in your stand design?		
Is there any working machinery or moving parts on the stand?		
Do you intend to bring a display vehicle on to the stand?		
<p>By completing this form I confirm that our stand plans adhere to RenewableUK exhibition sustainability rules and do not include:</p> <ul style="list-style-type: none"><li>o The use of single-use MDF panels</li><li>o The use of other 'raw materials' to construct core structural elements, which will not be reused or recycled</li><li>o Construction of any stand components from single use materials</li><li>o Building any stand core elements from scratch</li><li>o The use of incandescent light bulbs</li><li>o The use of non-recyclable carpet or vinyl flooring</li></ul>		
<b>Form completed by:</b>		
<b>Email of person completing form:</b>		