

14THWORLD
CHAMBERS
CONGRESS

Melbourne Australia 2025

2-4 September

Custom Stand Builder Form

Name	Company
Phone	Email
Stand Name	Stand Number

1. What size is the footprint of the stand?	
2. What is the height of the stand?	
3. Are there any double storeys?	
4. Are there any enclosed ceilings?	
5. Is there any rigging?	
6. Does your stand have a raised floor? If yes, does your floor edge have a ramp?	
7. Number of hours required to build your stand?	
8. Access time and date for commencement of build.	
9. Contact details for your custom stand builder (including name, mobile and email address)	
10. Will you have any interactive displays within your custom stand – please provide details	

Mandatory Safety Requirements

- A stand with a roof or ceiling is required to accommodate additional fire protection equipment, such as a smoke detector and portable CO2 or dry chemical extinguisher.
- Where halogen tube lights are used, the globe unit must be protected with safety glass to minimise the risk of explosion and fire.
- All temporary spot lights or the like are to be at least 300mm away from the partitions or combustible goods.
- Any custom-built stand with a floor area of more than 50m² is to be provided with at least one alternative means of egress to the walkways.
- Doors built into a stand need to comply with the requirements of an exit door i.e. open outwards with a push bar or lever handle.
- Any door incorporated into the stand and not providing an alternative means of egress is to have a sign affixed and labelled NO THOROUGHFARE. Signs must be professionally done, not handwritten.
- Any barriers incorporated into the custom-built stand are to be designed so that they yield to pressure without toppling.
- The Building Code of Australia (BCA) requires that materials used for stand construction must comply with the Fire Hazard Properties set out in clause C1.10 of the BCA.
- The maximum permissible stand height in the lower exhibition halls is five metres.

Additional Requirements

- The exhibitor is required to provide the detailed plan.
- Any double storey stands require engineer certification to be submitted with the stand plans prior to move in and engineer sign off once the stand has been built on site before the event becomes operational.

Permit Agreement (to be completed by person responsible for the work to be performed)

BCEC representatives undertake regular compliance checks and you may be asked to provide evidence in relation to the above requirements. If at any time, an activity or operation is considered non-compliant, unsafe or placing persons or the environment at risk, BCEC representatives have the right to immediately postpone or cancel the activity until the issue is rectified. Understand that at any stage before or after this permit is approved, BCEC may add or remove any restrictions to the use or application of this permit, in its sole and absolute opinion.

I hereby agree to meet the above-mentioned requirements.

Signature

Date

Please return this form via email to hannahs@icmsaust.com.au by 1 August 2025.