



## SPACE-ONLY STAND PLANS

**Every stand space on the floor plan is available as 'Space Only'. Fully detailed and scaled plans must be submitted for all Space Only Stands. No stand may be constructed on-site without official approval. Upon confirmation from AELP, no alterations can be made to the drawings submitted.**

### Complex Structures

A complex structure is any form of construction of any height which requires cross-bracing and/or would normally be designed by an engineer and/ or has, through a Risk Assessment, been found to present significant risk. Structures over 4 meters in height, multi-story stands, and suspended items of 400kg and over are always treated as complex structures. Platforms and stages 600mm or over in height, tiered seating, and stairs are also considered complex structures. Such structures must have fully detailed structural calculations and/or a detailed Constructional Method Statement along with a suitable and sufficient Risk Assessment submitted at the same time as your stand plans.

**A copy of the scaled drawings (together with structural calculations and construction drawings if required) must be submitted to [rseabourne@aelp.org.uk](mailto:rseabourne@aelp.org.uk) no later than COP Friday 30 May 2025.**

Plans must include:

- All dimensions
- Building materials to be used
- A ground plan and elevation drawing
- The contact details of the exhibitor, contractor, or designer submitting the plans
- A copy of the Risk Assessment including high-risk activities, for instance, the use of a cherry picker
- A copy of the Method Statement
- For complex structures, a full copy of the structural calculations
- A copy of their Public Liability insurance certificate
- Employers' Liability insurance certificate

Failure to complete and supply the AELP events team with the above actions may result in your stand not being constructed.

If stand plans are not received together with the appropriate documentation from structural engineers (where necessary), stand building will not be allowed to begin until the organisers, and where necessary the venue, has approved them. Late submissions of plans can result in the venue failing to gain a license for the show; therefore, the stand will not be allowed to be constructed.

For further assistance with the **completion of risk assessments**, please [click here](#).

Please let us know the names of the people who will be building your structure as well as the time they plan on arriving at the venue by **Monday 16 June 2024**.