



EXHIBITOR DETAILS		
Company/ Stand Name:		
Hall No.	Stand No.	Date:
Contact Name		Job Title
CONTRACTOR DETAILS		
Company Name		
Company Address		
TRN No:		
Contact Name	Mobile	
Email:		
City	Postal Code	Country

RETURN DETAILS	
APPLICATION DEADLINE 20 November 2025	
	
Email Wfes.design-submissions@blg-events.com	
Print	Submit

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	☐	A detailed, fully dimensioned, technical plan drawing of each level of the structure	☐
Full Stand Dimensions	☐	A detailed, fully dimensioned, technical section drawing of each level of the structure	☐
Details of all materials to be used in the construction and finish of the structure	☐	A detailed, fully dimensioned, technical elevation drawing of each face of the structure	☐
Details of the provision made within the structure, including material specifications, for protection against fire and the spread of flame (<i>Fire ratings</i>)	☐	Method statement detailing the Safe System of Work by which the structure will be assembled, used and disassembled	☐
Details of access and egress routes, including emergency exits from the structure	☐	Design, form and dimensions of every structural element (<i>Beams, Columns, Ties, Braces etc.</i>)	☐
Materials safety data sheet for all chemicals to be used	☐	Design, form and dimensions of every staircase or ramp > 600mm rise	☐
A full risk assessment covering build up, use and breakdown of the structure	☐	Design, form and method of each connection between structural elements	☐
Detailed layout of any seating arrangements within the structure	☐		
Accessible Ramp detail (<i>if design includes platform floor</i>)			
Detail of corner protection or rounding (<i>if design includes platform floor</i>)			
NOTE: Upon completion of construction the Contractor is confirming: - - Structural Integrity and stability of the structure - Load per unit area (kg/m²) applied to the ADNEC - The structure is safe for the intended load, fit for			

To be completed by the Organizer and Venue

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



For ADNEC Health and Safety use only		
Status	Comments	
Reviewed	☐	Structural Elements
Reviewed with Comments for action	☐	Non-Structural Elements
Rejected	☐	

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.