

| 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                                                                      |                                                                                                    |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <b>APPLICATION DEADLINE</b><br><b>13 November 2026</b>                              |                                                                                                    |
|  |                                                                                                    |
| <div> <div></div> <div></div> </div>                                                |                                                                                                    |
| Email                                                                               | <a href="mailto:Wfes.design-submissions@blg-events.com">Wfes.design-submissions@blg-events.com</a> |
| 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                                                                                                                                                                                                                                          | <input type="checkbox"/> | A detailed, fully dimensioned, technical plan drawing of each level of the structure                               | <input type="checkbox"/> |
| Full Stand Dimensions                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> | A detailed, fully dimensioned, technical section drawing of each level of the structure                            | <input type="checkbox"/> |
| Details of all materials to be used in the construction and finish of the structure                                                                                                                                                                                                                                  | <input type="checkbox"/> | A detailed, fully dimensioned, technical elevation drawing of each face of the structure                           | <input type="checkbox"/> |
| Details of the provision made within the structure, including material specifications, for protection against fire and the spread of flame ( <i>Fire ratings</i> )                                                                                                                                                   | <input type="checkbox"/> | Method statement detailing the Safe System of Work by which the structure will be assembled, used and disassembled | <input type="checkbox"/> |
| Details of access and egress routes, including emergency exits from the structure                                                                                                                                                                                                                                    | <input type="checkbox"/> | Design, form and dimensions of every structural element ( <i>Beams, Columns, Ties, Braces etc.</i> )               | <input type="checkbox"/> |
| Materials safety data sheet for all chemicals to be used                                                                                                                                                                                                                                                             | <input type="checkbox"/> | Design, form and dimensions of every staircase or ramp > 600mm rise                                                | <input type="checkbox"/> |
| A full risk assessment covering build up, use and breakdown of the structure                                                                                                                                                                                                                                         | <input type="checkbox"/> | Design, form and method of each connection between structural elements                                             | <input type="checkbox"/> |
| Detailed layout of any seating arrangements within the structure                                                                                                                                                                                                                                                     |                          |                                                                                                                    |                          |
| Accessible Ramp detail<br>( <i>if design includes platform floor</i> )                                                                                                                                                                                                                                               |                          |                                                                                                                    |                          |
| Detail of corner protection or rounding<br>( <i>if design includes platform floor</i> )                                                                                                                                                                                                                              |                          |                                                                                                                    |                          |
|                                                                                                                                                                                                                                                                                                                      |                          |                                                                                                                    |                          |
| <b>NOTE: Upon completion of construction the Contractor is confirming: -</b> <ul style="list-style-type: none"> <li>Structural Integrity and stability of the structure</li> <li>Load per unit area (kg/m<sup>2</sup>) applied to the ADNEC</li> <li>The structure is safe for the intended load, fit for</li> </ul> |                          |                                                                                                                    |                          |

**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                             | <input type="checkbox"/> | Structural Elements     |
|                                      |                          |                         |
| Reviewed with Comments for action    | <input type="checkbox"/> |                         |
|                                      |                          |                         |
| Rejected                             | <input type="checkbox"/> | Non-Structural Elements |
|                                      |                          |                         |

|                             |      |           |      |
|-----------------------------|------|-----------|------|
| 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.