

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 <b>06 October 2023</b>	
	
Fax:	
Email	<a href="mailto:jws.design-submissions@blg-events.com">jws.design-submissions@blg-events.com</a>
Print 	Submit 

Please select the complex structure feature in your stand:

- |  |  |
|--|--|
| <input type="checkbox"/> Stand/ Display height over 4m | <input type="checkbox"/> Back wall over 4mH        |
| <input type="checkbox"/> Tiered Seating                | <input type="checkbox"/> Double Decker             |
| <input type="checkbox"/> Stage (60cm high or above)    | <input type="checkbox"/> Grandstand & Others _____ |

\* Any complex structure(s) review / inspection by ADNEC Structural Engineer an amount of **AED 2,000** shall be charged for each complex structure item, a 50% surcharge will be levied for each incomplete or late submission (15 or less working days of the build-up time) of complex structures.

Description:	Selected	Regular Rate	Late Submission	Total
ADNEC Fees to review / inspect Complex Structure *	0	AED 2,000		0.00
		VAT 5%		0.00
		<b>Grand total</b>		<b>0.00</b>

**once this form is submitted, the contractor confirms that they understand and agree to the terms mentioned**

**Terms:**

- This fee will be invoiced to the Contractors that were appointed by the exhibitors to build their stands. The organizers are not responsible for any agreement or communication between the exhibitors and their appointed contractors.
- **It is the contractor's responsibility to report a complex structure, the contractors are NOT entitled to ask the organizers to invoice the exhibitors unless there was a prior written approval from the exhibitor to pay this specific amount**
- **Failing to pay this amount before the build-up date will be subject to 50% surcharge.**

**Payment Options:**

100% payment of total amount must be made upon submitting this form and Bank Transfer, or Credit Card net of charges made out to Reed Exhibitions Limited.

**Option 1 – Bank Transfer:**

Beneficiary name:	Reed Exhibitions Limited	Account No.	70890817
Bank name & address:	HSBC Bank Plc, International Branch, 8 Canada Square, Canary Wharf, London E14 5HQ	Sort Code:	400515
		BIC No.	MIDLGB22XXX
		IBAN:	GB52MIDL40051570890817

**Option 2 - Credit Card:**

If you opt to pay by credit card, please send your request to [customerservice.jws@rxglobal.com](mailto:customerservice.jws@rxglobal.com). You will then receive an online credit card payment link.

**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	<input type="checkbox"/>	Design, form and dimensions of every base plate for transferring load to the Venue floor ( <i>1m<sup>2</sup> minimum</i> ) ( <i>anchoring of base plates to Venue floor is not permitted</i> )	<input type="checkbox"/>
Accessible Ramp detail ( <i>if design includes platform floor</i> )	<input type="checkbox"/>	Design, form and lateral load resistance of any handrail systems	<input type="checkbox"/>
Detail of corner protection or rounding ( <i>if design includes platform floor</i> )	<input type="checkbox"/>	Structural design calculations proving structural integrity ( <i>To include loading and stability analysis, shear, stress and deflection checks</i> ) ( <i>Stamped and attested by professional structural engineer</i> )	<input type="checkbox"/>

**NOTE: Upon completion of construction the Contractor is required to complete & submit Form 7C - Certificate of Integrity confirming: -**

- Structural Integrity and stability of the structure,
- Load per unit area (kg/m<sup>2</sup>) applied to the ADNEC Floor
- The structure is safe for the intended load, fit for purpose and constructed as per design.

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To be completed by the Organiser and Venue		
SUBMISSION	Name	Submission Date
Event Organiser / Contractor		
ADNEC Planning Manager		
ADNEC Health & Safety Dept.		

**CONDITIONS AND GUIDANCE FOR CONTRACTORS**

A complex structure is any form of construction of any height, which may require input from a structural engineer. If a stand is not constructed from 'shell scheme', it is the responsibility of the stand designer to determine whether the construction is complex or not.

**Conditions**

- Submission documentation should explain the method of building the stand including the risk assessment and risk control mechanisms to eliminate, mitigate or reduce the risks.
- Drawings / details should be submitted maximum of 30 working days before and minimum of 10 working days before the start of tenancy.
- Submissions for double-decker and other complex stand – note that 50% charges will be applied if the submission is incomplete or late.
- Regardless of the permission to build from ADNEC, the organizer and the contractor will be fully accountable for the safety and stability of the structure.

Examples of Complex structure	Submission Process
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<ul style="list-style-type: none"> <li>• Any structure, over 4m in height, which requires structural calculations</li> <li>• Multi-storey stands</li> <li>• Temporary tiered seating</li> <li>• Platforms and stages over 0.6m in height and all platforms and stages for public use</li> <li>• Tents/ Marquees</li> </ul>	<p>Contractors are responsible for submitting full details of all complex structures no later than <b>15 working days</b> prior to Build up. All requirements should be routed through the event organizer and event planner.</p> <ol style="list-style-type: none"> <li>Detailed, scaled structural drawings showing:                             <ul style="list-style-type: none"> <li>• Plan views of each storey of the stand</li> <li>• Sections through each storey of the stand</li> <li>• Elevations including full steelwork and staircase details</li> <li>• Width and position of gangways within the stand</li> <li>• Floor and/or roof loading</li> <li>• Specifications of materials used</li> </ul> </li> <li>Structural calculations (in International Unit System)</li> <li>Risk assessment (to include fire hazards) and method statement</li> <li>Written confirmation from the Exhibitor/ Contractor structural engineer, with adequate Professional indemnity cover, that the design is safe for its purpose.</li> </ol> <p>If any complex structure is modified after the submission of the above information, plans must be resubmitted with details of all modifications and the Exhibitor/ Contractor structural engineer's confirmation that the final overall design is safe for its purpose.</p> <p>ADNEC Structural Engineer will review this Submission (Provided the complete information required has been timely submitted) and get back to the organizer via event planner with-in <b>15 working days</b> from the date the submission was received by Structural Engineer /health and safety.</p>
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For ADNEC Health and Safety use only	
Status	Comments
Reviewed	<input type="checkbox"/>
	<input type="checkbox"/>
Reviewed with Comments for action	<input type="checkbox"/>
Incomplete submission – additional information required	<input type="checkbox"/>
	<input type="checkbox"/>
Rejected	<input type="checkbox"/>
	<input type="checkbox"/>

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.