SPACE ONLY CONTRACTORS STAND CHECK SHEET

& RIGGING SUBMISSION DECLARATION

EVENT NAME	
EXHIBITING COMPANY NAME	
STAND NUMBER	
STAND FOOTPRINT DIMENSIONS & MAX BUILD HEIGHT	
PRINCIPLE CONTRACTOR DETAILS	
ONSITE CONTACT NAME - (Must be the Supervisor attending site)	
ONSITE CONTACT NUMBER - (Mobile required)	
ARRIVAL & COMPLETION TIME & DATE	

The following documents MUST be submitted by the 24th July 2026 in order to comply with HSE legislation and the CDM 2015 Regs. Please tick to confirm. Please ensure that this sheet is returned as soon as possible to phil.fellows@dimeevents.com

Full stand plans and visuals, showing all dimensions and elevations	
None generic Risk Assessment	
Method Statement	
Public Liability Insurance, which must be in date at the time of the event, and cover ALL days and MUST be a minimum of £5m	
Confirm that you have checked that your stand will fit in the footprint and that the height is acceptable	

Please also confirm the following structural stipulations

You will supply a back wall to your stand, up to a minimum of 2.5m - Not applicable to Island sites	
You would prefer to purchase a shell back wall - not applicable to Island sites	
You will dress down the back wall of your stand if higher, to 2.5 m in a neutral colour. Please note that corporate branding is not permitted on walls which overlook the next exhibitor.	
Any storeroom doors will be fitted with a CLEAR vision panel – Frosted panels are NOT permitted	
I will be rigging above the stand (If yes, please complete the Rigging Declaration Section further on)	**Yes** ☐ **No** ☐

CDM REGS 2015 CHECK LIST

I will provide an event project safety file	
I can confirm that all personnel have viewed the Site Induction and will comply	
I will provide suitable welfare for all staff on my Space site. This will include access to hot food and hot/boiling water and a suitable rest area	
I confirm that my space only site will become a separate construction under the auspices of the CDM Regulations 2015 and that I will have sole responsibility for the safe implementation and completion of the project within that area	

RIGGING REQUIREMENTS & DECLARATION

if you intend to rig above your stand, please complete the following section. if you are rigging bespoke items, plans and structural calcs must be submitted with the rest of the stand plans. These will require sign off from our Structural Engineers for which there will be an additional charge. Your method statement and risk assessment must cover all rigged items.

If you are in doubt as to what type of rigging you have, please refer to the rigging classifications from the e-guide, below.

I WILL BE RIGGING:	
A STANDARD BANNER	☐
A MODULAR STRUCTURE	☐
CUSTOM BUILT/BESPOKE STRUCTURE	☐

I CONFIRM THAT THE ORDER HAS BEEN PLACED WITH THE VENUE RIGGERS AS DETAILED IN THE EXHIBITOR MANUAL	
I HAVE ENSURED THAT MY RAMS REFLECT THE RIGGING CONCERNED	
I AM AWARE OF THE POSSIBLE CHARGES FOR THE SIGN OFF OF A COMPLEX RIG (TO BE ADVISED BY THE ORGANISERS)	
I HAVE ATTACHED PLANS AND VISUALS AND FULL DESCRIPTION OF THE RIG	

SIGNED: _____

PRINT NAME:_____

CLIENT/PRINCIPLE CONTRACTOR (Delete as necessary)

DATE:_____

GENERAL RIGGING INFORMATION

Standard banners

20 A standard banner is a straight, flexible banner, normally made from PVC/vinyl.

21 Banners shall be fit for suspension. Suppliers shall be responsible for the integrity of banners and their suspension fittings. Screw-in eyes are not acceptable and the venue reserves the right to refuse to allow the suspension of any banners where the suspension fitting supplied is inadequate.

22 Any drop-weighting applied to the bottom of banners must be within a sealed pocket enclosed by one of the following methods: stitching, vinyl welding, cable ties fixed taut through eyelets, or fixed with heavy-duty stapling and large head screws and washers. The weight must not be allowed to move around within the pocket.

Modular structures & banners

23 Modular structures include standard truss systems and modular banners.

24 Modular structures must be assembled and used according to the manufacturer's specifications, with braces correctly aligned and connectors correctly fitted.

25 Lighting, sound and audio-visual equipment must be attached to truss by standard industry hook clamps and secondary safety fixings.

26 Textile fabric infills must comply with BS 476-Part 7 (Class 1) and be thoroughly porous so as not to inhibit the effectiveness of any fire protection system within the hall. Fabric must not inhibit the effectiveness of the venue's permanent emergency lighting or heating/ventilating plant.

Custom-built/bespoke structures

27 Custom-built/bespoke structures include items that have been constructed from non-modular materials, e.g. wooden structures and exhibits.

28 Such items are classed as 'complex' and the complex structure procedure set out in the Stand Plans section must be followed, in order for them to be rigged.

29 Bolts must be used on all joints and connections. Screws are not acceptable for joining members together.

30 Rated, closed lifting eyes only are to be used; they must be integrated into the design and suitably bolted through the structure.

31 Lifting points should be clearly identified and be suitable for the lifting operation.

32 Materials used in construction must comply with the guidance in the 'Construction Materials' section of the Stand Construction section.

More guidance on rigging is available in the e-guide., which can be viewed at the link below

https://www.aev.org.uk/e-guide