

FIA 2024 – CHALET AND OUTDOOR EXHIBIT DESIGN PLAN SUBMISSION CHECKLIST

Submission Process

Exhibitors can upload documents via a [Smartsheet form](#) or they can ask their appointed stand contractors to do this on their behalf; by nominating them as their contractor on Enet, by giving them their own account, or by sending them the Smartsheet form URL directly. See checklist below of items required to be submitted,

All information must be submitted by the deadlines:

FRIDAY 3RD MAY

There will be a fee for late submissions (please see Exhibition Regulations for more information).

The submission will be reviewed by our official chalet auditing partner; Abraxys. If they require additional information, they will be in touch directly, look out for emails from: fia@abraxysglobal.com

Submissions will be checked against the exhibition regulations, all other applicable regulations and the eGuide.

If your chalet or outdoor exhibit has any complex elements, such as a facade or an internal exhibit, this will also be checked by our structural engineers. Any kitchen builds must be included within the submission and may also be checked by Rushmoor Borough Council.

Once all parties are satisfied with the submission, they will issue Permission to Proceed. You will receive this by email, it is important to read this email carefully.

The summary table below shows which documents you need to submit based on the fit-out you are building;

REQUIRED DOCUMENTS	✓
<p>Design / 3D Renders of Interior (Visuals) <i>Visuals should show overall layout and design of space</i></p>	
<p>Plan/Drawings with Full Dimensional Plans <i>Heights of wall/ structure/ exhibit from floor (inc platform flooring)</i> <i>Plan view with front and rear elevations of the structure indicating areas of branding or product advertisement</i></p>	
<p>Detailed Layout Plans <i>Plans should include:</i> <i>Direction of doors opening</i> <i>Vehicles and exhibits and details of any lighting soffits.</i> <i>Layout of balconies</i></p>	
<p>Kitchen Layout <i>Plans should include:</i></p> <ul style="list-style-type: none"> • <i>Confirmation of cooking or not cooking</i> 	

<ul style="list-style-type: none"> • <i>layout drawings of all equipment</i> • <i>Services position requirements</i> • <i>Build materials including fire ratings</i> • <i>Ventilation and extraction methods and locations</i> • <i>Washing facilities – number and location of washing and handwash facilities</i> 	
<p>Stairs, Ramps, Balustrades</p> <p><i>Should Include:</i></p> <ul style="list-style-type: none"> • <i>Detailed drawing of any staircases or steps</i> • <i>Number of staircase steps</i> • <i>Height, width and depth of staircase steps</i> • <i>Dimensions of any landings</i> • <i>Confirmation that step risers are not open</i> • <i>Height and material infills of all handrails and balustrades</i> • <i>Details about kickboards</i> 	
<p>Construction & Dismantle Phase Plan</p> <p><i>Templates & guidance available here</i></p>	
<p>Method Statement</p> <p><i>Templates & guidance available here</i></p> <p><i>Suitable & sufficient document detailing your method on how this stand will be constructed safely and on time. Consider:</i></p> <ul style="list-style-type: none"> • <i>Exhibition Timetable</i> • <i>Equipment needed, including complex lifts</i> • <i>Staffing Levels</i> • <i>Stability</i> • <i>Waste management</i> • <i>Erection and timetable of build</i> <p><i>Should also include onsite contact details for project manager and H&S representative.</i></p>	
<p>Risk Assessment <i>Templates & guidance available here</i></p> <p><i>Suitable & sufficient document showing all risks with building and dismantling the stand. Consider:</i></p> <ul style="list-style-type: none"> • <i>Working at height</i> • <i>Complex structures and use of lifting equipment/need for complex lifts</i> • <i>Electrical Installations</i> • <i>Manual handling</i> • <i>Laying of platforms</i> • <i>Use of tools</i> • <i>Staff welfare</i> • <i>Long working hours</i> 	
<p>Fire Safety Information and Fire Risk Assessment</p> <p>Guidance available here</p> <p>Plans to include:</p>	

<p><i>Escape Routes & Travel Distances</i></p> <p><i>Smoke detectors & Fire Alarms</i></p> <p><i>Fire Risk Assessment to include:</i></p> <ul style="list-style-type: none"> • Emergency routes and exits. • fire detection and warning systems • firefighting equipment • the removal or safe storage of dangerous substances • an emergency fire evacuation plan • the needs of vulnerable people, for example the elderly, young children or those with disabilities • providing information to employees and other people on the premises • staff fire safety training 	
<p>Public Liability Insurance</p>	
<p>In addition to the above table:</p> <p>FACADES / ENTRANCE FEATURES – REQUIRED DOCUMENTS</p>	✓
<p>Technical Plans</p> <p><i>Should Include clear detail whether freestanding or connected to the structure and full dimensional details (including heights) of façade.</i></p>	
<p>Structural Drawings</p> <p><i>Should include:</i></p> <ul style="list-style-type: none"> • <i>Joints and connection points</i> <p><i>The submitted drawings will be checked and verified by the Organiser's appointed structural engineer.</i></p>	
<p>Structural Calculations (In English)</p> <p><i>The structural calculations should comply with/include:</i></p> <ul style="list-style-type: none"> • <i>Created by qualified structural engineer</i> • <i>All submissions in English adopting SI units</i> • <i>Loading criteria</i> <p><i>The submitted calculations will be checked and verified by the Organiser's appointed structural engineer.</i></p>	
<p><i>Please ensure all Health & Safety documentation includes additional information related to the Façade / Entrance Feature installation.</i></p>	

<p>In addition to the above tables:</p> <p>WHERE APPLICABLE</p>	✓
<p>Any complex elements (see e-guide) should upload structural drawings and calculations.</p>	
<p>Rigging</p> <p><i>Rigging Plan should include:</i></p> <ul style="list-style-type: none"> • <i>Dimensions</i> • <i>Location, inc. heights</i> • <i>Materials</i> • <i>Weights</i> • <i>Connection Points</i> 	
<p>Glazing</p> <p><i>Should confirm that glazing conforms with regulations</i></p>	
<p>Doors</p> <p><i>Should include:</i></p> <ul style="list-style-type: none"> • <i>Must show direction of opening</i> • <i>Confirmation of vision panel</i> 	
<p>Additional Information</p> <p><i>Please provide any additional information if your design plans contain any of the following features: Construction materials, ceiling material, enclosed rooms, platform heights, special exhibits, steps with detail of risers and treads, handrails and balustrades, special risks, demonstrations and seating.</i></p> <p><i>Please ensure all Health & Safety documentation includes additional information regarding any of the above features as applicable.</i></p>	

All documentation must be **specific** to this show and the work activities being performed. All documents must clearly state the stand/chalet numbers and client name.

Please note: Exhibitor supplied buildings will need to be submitted directly to the Operations Director for approval before permission is granted to book this space. This submission will need to include:

- Full Dimensional drawings, including heights.
- Structural calculations for the proposed building, including facades, together with fully detailed constructional drawings, a method statement for its erection and supporting method statements and risk assessments.

Once approval has been granted to book an Outdoor Exhibition Space, the OE Fit Out Submission must be submitted and include the above list of mandatory documents.