



OUTDOOR STAND PLANS CHECKLIST:

All pavilion designs submitted for approval must include:

- Heights of pavilion/structure
- Widths of pavilion/structure
- Lengths of pavilion/structure
- Full visuals of pavilion/structure, inside and outside including details of all stairways if required.
- Emergency evacuation routes highlighted.
- Risk Assessment (RA)
- Method Statement (MS)
- Contractors Insurance PLI (Public Liability Insurance) copy to the value of USD\$ 2,000,000.
- STAAD models & files to accompany the steel work frame structure.
- Full Structural Calculations: load bearing & wind, working to the venue structural codes.

Please ensure to read through the guidelines set out in **OUTDOOR STRUCTURE** section of the exhibitor manual.

Please submit your outdoor stand plans along with the abovementioned to Mr. Paul Booth at pbooth@tarsus.co.uk for review and approval.