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| EVENT NAME |  | Event Dates |  |
| Stand/Feature Name  |  | Hall & stand/feature # |  /Over04m DD Stage Backwall Tiered Seating Grand Stand |
| ORGANISER |  | Submission Contact person |  |
| Telephone |  | E-mail |  |
| CONTRACTOR |  | On Site Contact person  |  |
| Telephone |  | E-mail |  |

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| **NOTE: It is mandatory 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 | [ ]  | A detailed, fully dimensioned, technical plan drawing of each level of the structure |[ ]
| Full Stand Dimensions |[ ]  A detailed, fully dimensioned, technical section drawing of each level of the structure |[ ]
| Details of all materials to be used in the construction and finish of the structure |[ ]  A detailed, fully dimensioned, technical elevation drawing of each face of the structure |[ ]
| Details of the provision made within the structure, including material specifications, for protection against fire and the spread of flame *(Fire ratings)* |[ ]  Method statement detailing the Safe System of Work by which the structure will be assembled, used and disassembled |[ ]
| Details of access and egress routes, including emergency exits from the structure |[ ]  Design, form and dimensions of every structural element *(Beams, Columns, Ties, Braces etc)* |[ ]
| Materials safety data sheet for all chemicals to be used |[ ]  Design, form and dimensions of every staircase or ramp > 600mm rise |[ ]
| A full risk assessment covering build up, use and breakdown of the structure |[ ]  Design, form and method of each connection between structural elements |[ ]
| Detailed layout of any seating arrangements within the structure |[ ]  Design, form and dimensions of every base plate for transferring load to the Venue floor *(1m2 minimum)**(anchoring of base plates to Venue floor is not permitted)* |[ ]
| Accessible Ramp detail *(if design includes platform floor)* |[ ]  Design, form and lateral load resistance of any handrail systems  |[ ]
| Detail of corner protection or rounding *(if design includes platform floor)* |[ ]  Structural design calculations proving structural integrity *(To include loading and stability analysis, shear, stress and deflection checks)**(Stamped and attested by professional structural engineer)* |[ ]
| **Please note that AED 1500 for any complex structure(s) review / inspection by ADNEC Structural Engineer shall be charged to the organizer for each submission and 50% surcharge will be levied for an incomplete or late submission for complex structures.** |
| **NOTE: The contractor / Exhibitor / Organizer is required to submit ADNEC an UNDERTAKING / indemnity LETTER on their company’s letter head and ‘ADNEC Certificate of Integrity’ for the stand’s Structural Integrity and stability stating the Load per unit area (kg/m2) on ADNEC Floor and stating that the structure is safe for the intended load.** |

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| **SUBMISSION** | **Name** | **Submission Date** |
| **Event Organizer / Contractor** |  |  |
| **ADNEC Planning Manager** |  |  |

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| CONDITIONS AND GUIDANACE FOR ORGANIZERS AND 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.
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| **Examples of Complex structure** | **Submission Process** |
| * Any structure, over 4m in height, which requires structural calculations
* Multi-storey stands
* Temporary tiered seating
* Platforms and stages over 0.6m in height and all platforms and stages for public use
* Tents/ Marquees
 | Organisers are responsible for submitting full details of all complex structures no later than 10 working days prior to tenancy. All requirements should be routed through the event organizer and event planner.1**. Detailed, scaled structural drawings showing:*** Plan views of each storey of the stand
* Sections through each storey of the stand
* Elevations including full steelwork and staircase details
* Width and position of gangways within the stand
* Floor and/or roof loading
* Specifications of materials used

**2. Structural calculations (in International Unit System)****3. Risk assessment (to include fire hazards) and method statement****4. Written confirmation from the Organiser / Exhibitor/ Contractor structural engineer, with adequate Professional indemnity cover, that the design is safe for its purpose.***If any complex structure is modified after the submission of the above information, plans must be resubmitted with details of all modifications and the Organiser / Exhibitor/ Contractor structural engineer’s confirmation that the final overall design is safe for its purpose*.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 **10 working days** from the date the submission was received by Structural Engineer /health and safety. |

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| **For ADNEC Structural Engineer / Health and Safety use only** |
| *Status* | *Comments* |
| Reviewed | [ ]  | *Structural Element*s |
| Note: Spreaders (min Area=1m x1m; thickness=18mm) must be used to support the bottoms and ends of columns / wall in order to distribute the concentrated load across a larger area. Final load on the venue floor should not be more than 1t/m². Organizers have a responsibility to ensure that items they bring into the venue that form part of their show are safe, fit for purpose and do not exceed the limits(Floor Load=1ton/Sq:metre). |
| Reviewed with Comments for action | [ ]  |
| Incomplete submission – additional information required | [ ]  | *Non-Structural Element*s |
|  |
| Rejected | [ ]  |

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| ADNEC Structural Engineer - Lead | **Name** | **Signature** | **Date** |
| Muhammad Riaz Khan |  |  |
| IMPORTANT NOTE : * The stability, integrity and safety of all display items, features or structures is the responsibility of the supplier, contractor, Organizer 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 / Organizers 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. |