

# STAND INFORMATION

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Who Do You Think You Are? LIVE is now in its fourth year and it is imperative that every Exhibitor continues to put as much consideration into the design and presentation of their stands, as they do into the products that they are exhibiting.

Exhibitors who make minimum effort with their stands are unlikely to be taken seriously by the buyers who visit the show. It is also unfair on other Exhibitors, the vast majority of whom put a great deal of time and thought into their stand presentation. In particular you must not have any cardboard boxes on show to the public. There will be no retailing from cardboard boxes or leaflets left in cardboard boxes.

**It is forbidden to:**

Exhibit or retail controversial or offensive material, e.g. Nazi related Militaria; Air Guns; Modern Airsoft guns; Modern knives; deactivated weapons post 1918; including shot guns etc.; or material which, in the opinion of the Organiser is, or may be, undesirable, inappropriate, harmful (including harmful to the commercial interests of the Organiser), offensive, obscene, illegal or may cause a breach of the peace. The Organiser reserves the right to remove the exhibitor if these rules are not adhered to.

If you need any help or advice on the design of your stand, please contact the Operations Team at:

**Viv Orchard Event Management Ltd**  
**The White Lodge**  
**Magna Carta Lane**  
**Wraysbury**  
**Middlesex**  
**TW19 5AF**

**Tel: +44 (0) 1784 482 860**

**Fax: +44 (0) 1784 482 975**

**E: [viv.orchard@vivevents.co.uk](mailto:viv.orchard@vivevents.co.uk)**

Your attention is also drawn to the **A-Z Directory of Services** in this manual which contains important information for **all** Exhibitors. All Exhibitors, whether Space-only or Shell, must abide by the rules and regulations contained within this manual and those attached to the contract.

## **REGULATIONS FOR ALL STANDS**

### **Carpet and Floor Coverings**

The floor covering throughout all Shell Scheme stand areas and gangways will be cord carpet. Space-only Exhibitors may wish to order carpet from our recommended carpet contractor, EAG. Please contact them for further details.

Please call the Operations Team on 01784 482860 if you would like further details on the carpet colour in the Hall.

If you use your own carpet please also be aware that **you must provide for removal** of it after the Show has ended. The cost for removal of carpet left in the Hall after 1400 hrs on Monday 1<sup>st</sup> March is £600.00.

### **Completion of Stands and Exhibits**

All stands must be completed, including positioning of exhibits, by 2200 hrs on Thursday 25 February in order to allow the event to be cleaned thoroughly prior to opening the following morning.

### **Disability Discrimination Act (DDA)**

Exhibitors are responsible for ensuring that their stand and any other activities at the Show comply with the Disability Discrimination Act 1995.

### **Rigging**

No Exhibitor rigging is allowed at the Show. If you have any queries please contact the Operations Team on +44 (0) 1784 482 860 or email [viv.orchard@vivevents.co.uk](mailto:viv.orchard@vivevents.co.uk).

### **Risk Assessments**

It is a legal requirement that **all** Exhibitors complete a suitable Risk Assessment for the Show. Risk Assessments are an essential tool for planning how health and safety will be controlled in the work place. They are a simple, careful examination of what, in your work, could cause harm to people so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. For further details please refer to the 'Show Health & Safety' section.

*N.B. Space-only stand holders need to supply separate Risk Assessments for build-up and breakdown periods as well as for the open period; together with a Method Statement.*

### **Scaffolding**

Lone workers must not work at any height. They must have a colleague to assist. All ladders and scaffold towers must be built to a sufficient height for the work that is being carried out.

## **ELECTRICAL INSTALLATIONS ON ALL STANDS**

Due to the high-risk nature of electrical work, Exhibitors may only use electrical contractors who are approved by the Olympia 'Control of Contractors Procedures'. EAG are an approved contractor.

The 'Regulations for Stand Electrical Installations', govern all temporary electrical installations on the premises and must be observed by all Exhibitors, contractors and sub-contractors, agents and staff.

Olympia will monitor electrical installations and will not permit any connection where the installation is deemed unsatisfactory.

All electrical installations on stands, features, displays and exhibits shall comply with:

- Local Authority and applicable Acts
- British Standards Institution – the current edition of British Standards 7671 1992 (IEC364) 'Regulations for Electrical Installations'
- The Health and Safety at Work etc, Act 1974
- The Electricity at Work Regulations 1989
- The 'Regulations for Stand Electrical Installations'
- Standard UK Electrical Supplies – the standard UK electrical supplies are:  
Single phase – 230 volt 50Hz  
Three phase – 400 volt 50 Hz

### Cables & Wiring

- All wiring must be carried out in PVC Twin and Earth cable, not less than 1.5mm<sup>2</sup>
- All wiring below 2.5m must be mechanically protected by high impact conduit
- All truss and metal framing shall have an independent earth bond and back to the main supply earth on the fuse board

All electrical appliances used by Exhibitors must be compatible with the standard UK voltage provided by the venue, to ensure safety in use.

Where the client's own equipment is used, it must comply with all regulations and is subject to testing and spot checks.

For non-standard voltage and frequencies, suitable voltage transformers and frequency converters may be allowed if written permission is received. Transformers must be fused on both the primary and secondary sides. Consideration should be given to the site of your transformers to avoid volt drop and they must be well ventilated and easily accessible. Olympia will not supply electricity to any installation which does not comply with these regulations.

Any exhibited appliance which falls outside the venues standard tariff electrical supply ratings must be clearly and unambiguously marked and not connected.

British power sockets hold 3 pin plugs. Please remember to bring adaptors with you if needed.

Multi-way plug in adaptors shall not be used.

The use of 4-way units is permitted, provided that only one 4-way unit is used per socket and is subject to a maximum loading of 500w. Linking one 4-way unit to another ('Daisy chaining') is **strictly prohibited under halls regulations.**

Flexible Cords must not exceed 2m in length.

Appliances must be tested by a qualified competent person before connection to the power supply.

All lighting shall be designed and installed to avoid nuisance and discomfort to neighbouring stands and to visitors.

Low Level Lighting - lamps and appliances with high temperature surfaces installed below 2.5m must be totally enclosed in a non combustible and non heat conducting case and used well away from combustible material.

Flashing lights or signs are NOT permitted, but sequence displays may be used, subject to prior written approval by the Organisers.

If **24-hour supply** is required (for refrigeration, etc) – please order this through EAG.

If you require a power supply during build up please contact EAG in advance to arrange this.

Power to stands will be switched off 30 minutes after the show closes every day, unless a 24-hour supply has been ordered in advance through EAG. If you require power later than that on any of the Show Open Days, please contact the Organisers' Office no later than mid-day of that day.

During build-up power is not guaranteed until the last day, if available before this time power will be turned on. On the last day of build-up power will stay on until 2200hrs. Any exhibitor that has an essential requirement for 24hr power (i.e. fridge on a catering unit) must order a 24hr supply from EAG using Form 12.

### Socket Outlets

It should be noted that all appliances have varying power requirements. Therefore, we recommend that you check the reference tag, fitted to each appliance by law, to assess its power requirements and to enable you to order the correct socket from EAG. Failure to do so can lead to blowing the fuse not only on your stand, but also on the block mains, leaving you and your neighbouring Exhibitors without lights or power. This may result in additional charges and delays on site.

Current venue regulations state that sockets that are to be used for lighting must not exceed 1000w. Listed below are examples of the socket ratings required for regularly used appliances:

500w Socket Outlet:	Mobile phone charger Personal computer Television – (not plasma screens) Stereo hi-fi DVD & Video recorders Oscillating fan
1000w Socket Outlet:	Plasma screens Small domestic coffee machine Vacuum cleaner Microwave
2000w Socket Outlet: (not permitted for lighting purposes)	Domestic coffee machine Small kettle Steam iron
3000w Socket Outlet: (not permitted for lighting purposes)	Standard Kettle Commercial coffee machine Water boiler Clothes steamer
500w 24 hour Socket Outlet:	Fridge Fax machine

Should you require any other electrical service, please contact EAG direct – they will be happy to assist you with any requirements you may have. A list of the most commonly requested electrical items, together with costs, can be found on **Form 12**.

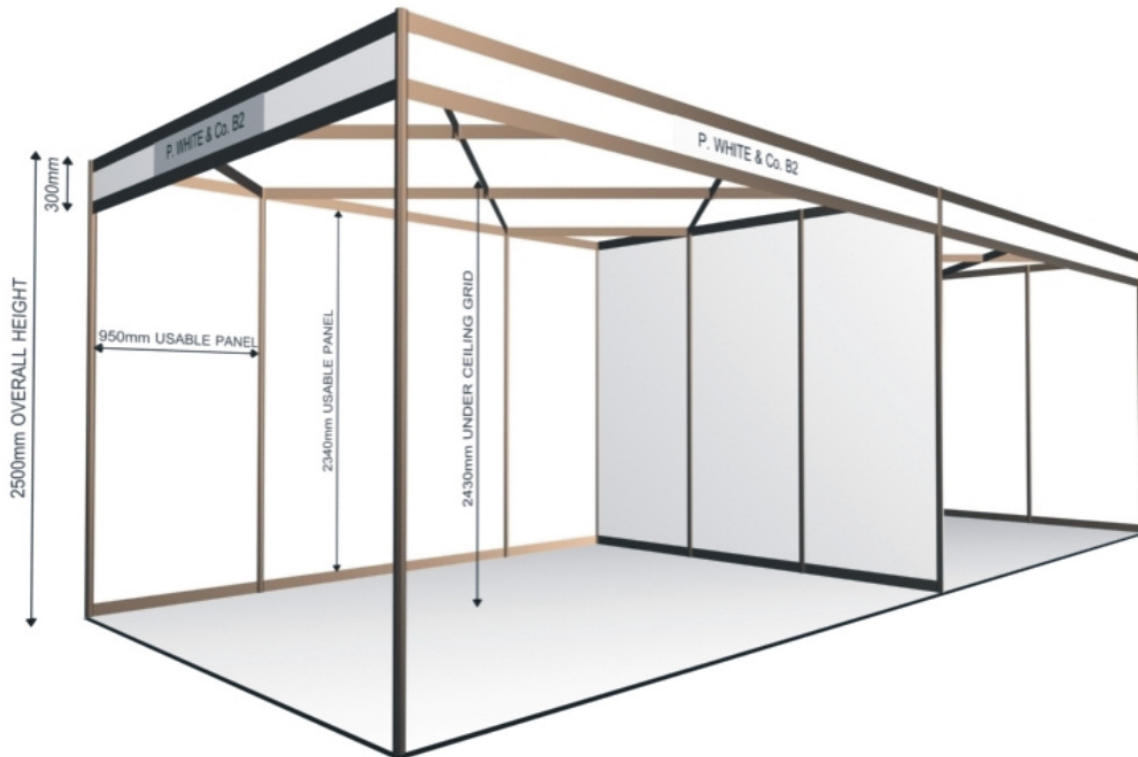
WHEN ORDERING, ALWAYS ACCOMPANY YOUR ORDER WITH A DRAWING INDICATING WHERE YOU REQUIRE THE POWER.

If you would like a complete copy of the Regulations for Electrical Installations, please contact the Operations Team on +44 (0) 1784 482 860.

## SHELL SCHEME STANDS

The Shell Scheme will be built in white octanorm and constructed by EAG, the appointed contractor. Basic stands will consist of walls, fascia, corner and mid-support posts and ceiling beams. Each stand will have a name panel (for your company name and stand number).

### OCTANORM SHELL SCHEME



Please note that it is necessary to position support posts at least every 4m on open sides and/or central points of larger stands. If you have any queries regarding your shell scheme stand, please contact:

**Nia Owen**  
**Early Action Group Ltd**

**T: +44 (0) 161 874 5100**  
**F: +44 (0) 161 874 5102**  
**E: [no@earlyactiongroup.co.uk](mailto:no@earlyactiongroup.co.uk)**

The shell scheme may not be modified or changed in any way i.e. the ceiling grid cannot be removed (for reasons of stability) nor may the fascia be removed or changed, or additions made to the fascia by way of Exhibitors' logos or exhibits.

#### **Additional Products and Services**

Depending on your requirements you may need to order certain goods and services for your stand. Please see the A-Z Directory of Services and the Forms and Inserts section of this manual.

*Please remember that the contract does not include provision by the Organisers of any of the following services: special connections for water, waste, gas or other utilities; interior fitments and displays; additional sign-writing; insurance of exhibits; labour for offloading; licenses to play music; licence to sell/sample alcohol; provision of night sheets; floral decoration; telephones; furniture; electrics and lighting.*

Some of the items you may require are as follows:

Audio Visual and Office Equipment	<b>Form 16</b>
Electrics & Lighting	<b>Form 12</b>
Extra Stand Fittings	<b>Form 13</b>
Flowers and Plants	<b>see the A-Z Directory of Services</b>
Furniture	<b>see Insert (in Forms and Inserts)</b>
Insurance	<b>see the A-Z Directory of Services</b>
Licence to play music	<b>Form 7 and see the A-Z Directory of Services</b>
Licence to sell / sample Alcohol	<b>Form 8</b>
Lifting and unloading	<b>Form 10</b>
Telephone, fax and internet	<b>Form 15</b>
Water and Waste	<b>Form 14</b>

### **Electrics & Lighting**

⇒ **FORM 12**

EAG are the appointed stand contractor for electrics and lighting. An order form for electrics can be found in 'Forms and Inserts'.

### **Furniture**

⇒ **INSERT**

Camden Exhibition Services are the official furniture contractor for the show, who can supply a wide variety of furniture for your stand. If you would like to order furniture please see their Furniture brochure in 'Forms and Inserts'.

### **Interior Standfitting**

The choice of interior standfitting contractor is at your discretion. However, you are asked to provide us with the details of your interior design contractors. All interior standfitting contractors working on shell scheme stands should liaise closely with the main standfitting contractor, EAG. Please note that no item of interior display work may extend beyond the limits of the stand or above the height of the dividing walls. There must also be no alteration or adjustment to any part of the shell scheme structure without written agreement from the Organiser.

### **Mains Boards**

Each Shell Scheme stand will have its own 30ma RCD consumer unit or distribution board, which must be easily and readily available at all times in the event of an emergency. We will position the consumer board on the back of the shell scheme fascia board unless otherwise instructed.

### **Muslin Ceilings**

Where an Exhibitor is constructing a shell scheme stand with muslin ceiling, such material (and any others used in construction) must comply with Fire Regulations and be of non-flammable material (Class One spread of flame). Please contact EAG for hire information.

### **Name Panel**

⇒ **FORM 4**

All shell scheme stands are provided with a name panel affixed to the fascia. Please complete Form 4 with your stand name and number details.

### **Painting**

Wherever possible all painting should be done off site. All painting on-site must be carried out using water-based paints. Please note that it is not possible to paint shell scheme stands.

## Security

⇒ FORM 13

A night sheet is a canvas drape that is padlocked to each side of your stand and is constructed to stretch around the open walls of your stand. It is a good deterrent for the opportunist thief. These can be ordered from EAG.

## Walling

The number of walls on your stand will depend upon its location and whether it is adjoining to other stands.

- Island shell scheme stands will not contain **any** walling and will be open on **all** sides.
- Part island shell scheme stands will have **one** back wall, where a stand is backing on to you.
- Shell scheme stands with stands on either side, will have **three** walls and an open front.
- End of run stands or corner sites will have **two** walls and two open sides.

If you wish to order additional walling, please bear in mind that designs with long runs of gangway perimeter walling should not be used and will not be approved if deemed by the Organisers to have a detrimental effect on the Show or surrounding stands. Please note the maximum length of walling permissible is one third the length of your gangway perimeter wall.

## Shell Scheme Do's and Don'ts

EAG would be grateful if you would observe the DO's and DON'Ts associated with the shell scheme system as any damage to the system will be charged directly to the exhibitor.

### DON'TS



**Nails**



**Staples**



**Screws**



**Painting**



**Pins**



**Glue**

### DO'S

The following is permitted:

- **Velcro (Hook & Loop)**
- **Scellotape**
- **Blue tack**

For advice on heavy objects, please contact the EAG Service Desk on site or Nia Owen at EAG, telephone 0161 874 5100 or email [no@earlyactiongroup.co.uk](mailto:no@earlyactiongroup.co.uk).

If you have any other queries regarding your shell scheme stand, please contact the Operations Team on +44 (0) 1784 482 860 or email [viv.orchard@vivevents.co.uk](mailto:viv.orchard@vivevents.co.uk).

## **SIMPLE SPACE-ONLY STANDS (UNDER 4M HIGH)**

### **Description**

The term Space-only means that an Exhibitor has booked only floor space and is therefore responsible for arranging all physical requirements of his own stand, such as design, construction and provision of the floor surface.

Space-only Exhibitors may appoint a stand contractor of their own choice. We recommend that all contractors are aware of the Organisers Health & Safety policy. Exhibitors are responsible for ensuring that their contractors receive a copy of this Exhibitor Manual. Copies of the manual can be requested from [joanne.hickman@vivevents.co.uk](mailto:joanne.hickman@vivevents.co.uk).

All designs, construction etc. must comply with the Organisers, Venue and Local Authority deadlines and rules and regulations.

### **Documents required**

As Organisers, we need copies of your stand plans and several pieces of documentation. The documents are required to effect as safe and trouble-free build-up for your stand as possible. You will ***not be permitted to begin building your stand*** until you have supplied these documents listed below:

#### For Stands with a single storey and no complex elements:

- 2 sets of stand plans for each stand (see 'Your Plans')
- 2 Risk Assessments (one for the Build-up and Breakdown; and one for Show Open (see 'How to Complete a Risk Assessment'))
- Method Statement (see 'How to Complete a Method Statement')
- Your company Health & Safety Policy
- A copy of your Insurance Certificate showing your Public Liability cover
- Form 1 Health & Safety Declaration (see Forms and Inserts)
- Form 2 Contractor Details / Stand Plans (see Forms and Inserts)

Please ensure that these documents are sent by 20 January 2010 to:

#### **Viv Orchard Event Management Ltd**

The White Lodge  
Magna Carta Lane  
Wraysbury  
Middlesex TW19 5AF

**T: +44 (0) 1784 482860**

**F: +44 (0) 1784 482975**

**E: [viv.orchard@vivevents.co.uk](mailto:viv.orchard@vivevents.co.uk)**

*(You will be issued with a receipt once all the information has been received.)*

### **Your plans**

All plans should be to a recognised scale not less than 1:50 and they should include an elevation showing all graphic details and construction heights. All drawings should show a plan indicating the approximate position of all exhibits and the boundary walls between adjoining stands.

#### Details required with submission are:

- every floor section
- staircases
- elevations of the stand
- materials to be used
- fire protection and flame proofing levels
- structural calculations for any complex structure

- catwalk/platform above the height of 600mm to which persons have access
- viewing / service platforms or sound / lighting towers
- temporary tiered seating
- suspended items, i.e. lighting rigs

Please note that contravening the Local Authority rules and regulations by not submitting plans by the given deadline of 20 January 2010 will lead to the following being imposed on your stand:

- Your stand will incur financial penalties
- The local authorities could prohibit you from exhibiting at the Show
- Your stand will face delays in obtaining approval

### **STAND BUILD REGULATIONS FOR ALL SPACE-ONLY STANDS**

All Space-only Exhibitors must work within the following parameters:

#### **Building Works, Suspended Fittings, and Fixings**

Bolting, fixing or screwing to the hall floor is prohibited.

The suspension of stand fittings for Exhibition stands from the structure of the Hall roof or from the walls, columns or any other part of any building on the premises will not be permitted. The Organisers may permit suspension from the Hall roof of lighting fittings only (the work to be carried out by Olympia's appointed Rigging Service provider) provided that:

- They form part of an overall scheme of decoration proposed by the Exhibitor
- Application is made to the Organiser at least six weeks prior to the first day of the Licence Period
- The proposed suspended units do not overstress the roof structure
- Time is available at the beginning and end of the Licence Period for the Company's staff to fix/remove the suspension wires, with free unobstructed access at floor level for hoist vehicles, cranes, etc., as may be required.

#### **Carpet and Floor Covering**

The floor covering throughout all Shell scheme stand areas and gangways will be cord carpet. Space-only Exhibitors may wish to order carpet from our recommended carpet contractor, EAG. Please contact them for further details.

Please call the Operations Team on 01784 482 860 for further details on the carpet colour in the Hall.

Please be aware that you **must provide for removal** of your carpet after the Show has ended. The cost for removal of carpet left in the Hall after 1400 hrs on Sunday 21 March is £600.00.

#### **Ceilings/ Tops of Stands**

As stands will be visible from the Gallery level please ensure that the tops of all elements of your stand are finished tidily. Please put a ceiling over storage/ changing areas, as visitors will be able to see in to these areas from the Gallery.

#### **Construction and Dressing**

The design of the stand must be such that it can be erected and dismantled within the time available. Exhibitors will be charged for the extra cost of keeping the lights and security on if they need to work outside the hall open times as stated in the Event Timetable.

All work must be carried out in conformity with the Rules and Regulations of the Local Authority, the Earls Court & Olympia Group and the Health and Safety at Work Act 1974. It is the responsibility of the Exhibitor or their stand contractor to examine the allotted site, in order to avoid costly adjustments to stand structures from wrong measurements for which the Organisers cannot

accept responsibility. The Organisers may at the expense of the Exhibitor, remove or alter anything forming part of any stand, if, in their opinion, it is desirable to do so in the interest of the exhibition.

### **Clients Own Lights**

Please ensure that your lights are tested prior to bringing them to site, together with documentary proof as spot checks may be carried out on site. Spare lamps should be supplied as maintenance is not included with client's own lights. Lighting connections must not exceed 1000w. Lamps and appliances with high surface temperatures should be guarded and used a minimum of 300mm away from combustible materials.

### **Columns**

Where existing building structural columns fall wholly or partially within the area of allocated space, they may be encased by the Exhibitor on all sides to a height of 2.5 metres. The casing must be self-supporting and may not be fastened to the column. Only the face of the casings (not the column) that fall within the allocated space may be used for display of photographs or other pictorial matter.

Please note that some columns contain services and therefore require 24 hour access. For detailed information on columns please contact the Operations Team on +44 (0)1784 482 860.

### **Contractors**

Exhibitors must notify the Organisers by 20 January 2010 of the name of any stand contractors and sub-contractors (please see Form 2). In placing contracts for the construction of stands, Exhibitors should insist that the selected contractor or sub-contractor fulfils the following requirements:

- They agree to the Rules and Regulations of the Show including those of the Local Authority.
- They will use in the construction, erection and decoration of the stand only those materials acceptable to these Regulations.
- They must guarantee that the stand will be finished and all litter removed before 2200 on Thursday 25 February 2010 and that they will dismantle and remove the stand together with all rubbish before 1400 on Monday 1 March 2010 or such other times as the Organisers decides at the close of the Exhibition.
- If an electrical contractor, they should be familiar with and comply with the Regulations for Stand Electrical Installations. See the section on Electrical Installations below.

Absolutely no construction work or stand fitting will be allowed during the Open Hours of the Exhibition.

### **Doors**

It is a requirement of Olympia Health & Safety regulations that all doors must have a vision panel of clear glazing, giving a zone of visibility from 900mm-1150mm above floor level.

### **Electrical Installations on stands**

Please refer to page 13.

### **Entrances onto Stands**

On an island Space-only site, there should be a minimum of two entrances, opposite one another.

### **Floor Loadings**

Floor loadings vary considerably throughout Olympia; therefore any unusual loadings should be checked with the Organiser. Any stands containing steelworks or frameworks structures are required to have adequate base plates to ensure they do not damage duct cover.

### **Height Limit**

The maximum height limit for the event is **4m**. Please note the height limit is measured from the floor and not from any platforms on your stand. You may not build above 4m without the express permission of the organisers. **Double Decker / multi-storey stands are not permitted.**

In certain areas under the Gallery and on the Gallery Level the height limit is less than 4 metres (and in some areas may be as low as 2.9m) due to the design of Olympia.

**We would strongly recommend a site survey by stand contractors to check stand build heights in their specific areas.** Please contact the Operations Team on +44 (0) 1784 482 860 for further advice.

Please note the minimum height limit for any structure / archway for visitors to pass under is 2.4m.

### **Mains Boards**

Space-only stands must indicate where they would like their distribution board installed.

### **Painting**

Wherever possible all painting should be done off site. All painting on-site must be carried out using water-based paints. (Please note that any paint damage to the Hall will be the responsibility of the contractor and charged for).

### **Platforms**

Platforms are not essential. Where incorporated they should not exceed 100mm. Please note that corners of platforms must be "rounded off" and smooth or splayed or otherwise protected so as to ensure clear passage. Platforms exceeding 38mm must provide a ramp to enable access to the stand by people with disabilities.

### **Shared Walling**

Space-only stands may not use the back of a shell scheme stand. If a wall is marked on the plan between two Exhibitors by a solid line, Space-only Exhibitors must construct a wall of at least 2.5m and are responsible for cladding and decorating both sides of their stand wall above a height of 2.5m. The tops of stands must be finished tidily where they are visible from the balcony or stairs. Exhibitors on Space-only stands must NOT use the back of other stand walls without the consent of the Exhibitor concerned. However, the joint construction of a dividing wall between Space-only stands is both acceptable and encouraged by the Organisers.

### **Timber used in stand construction and displays**

Timber under 25mm thick used in stand construction and displays must be impregnated to Class 1 Standard. Boards, plywood, chipboard, etc., must be treated in the same way if they are less than 18mm thick. Timber over 25mm thick need not be treated. Treated boards must have the **BS 476 Class 1** marked on them.

Please note that your stand will also be inspected and assessed after construction to ensure it has been built according to the plans and structural calculations provided.

**All designs, construction etc., must comply with the Organisers, Venue and Local Authority deadlines and rules and regulations.**

### **Wall Lengths**

Please note that strict rules apply at the Show with regard to stand designs, with particular reference to long runs of solid walling. **No walls facing an aisle may be built over 3m long:** solid walls of 3m must be followed by a minimum 2m open space to provide clear sight-lines into your stand.

**Only 50% of each frontage may be enclosed with solid walls.** These rules have been designed in the best interest of all Exhibitors and must be strictly adhered to in all stand designs. If you have any queries please call the Operations Team on +44 (0) 1784 482 860.

No building across the gangways is permitted without written authority from the Organiser, and will be subject to approval by a structural engineer and the Local Authority.

**If you need further information please contact the Operations Team on +44 (0) 174 482 860 or email [viv.orchard@vivevents.co.uk](mailto:viv.orchard@vivevents.co.uk).**

## **COMPLEX SPACE-ONLY STANDS**

The following types of stands are considered to be complex stands and may only be constructed with the exceptional permission of the Organiser. Please contact the Operations Team on +44 (0)1784 482 860 or email [viv.orchard@vivevents.co.uk](mailto:viv.orchard@vivevents.co.uk) for further information.

### **Complex Space-only stands are defined as:**

1. Stands incorporating stairs or staircases
2. Any stand with a stage over half a metre above the floor level to which people have access
3. Stands incorporating viewing / service platforms
4. Stands using suspended items, e.g. Lighting rigs
5. Stands incorporating raised walkways
6. Stands incorporating large ramps
7. Stands incorporating sound/lighting towers
8. Stands incorporating temporary or tiered seating
9. Stands using any rigging

It is a requirement of Olympia and Hammersmith & Fulham Borough Council that all Exhibitors constructing a stand of a complex nature, or stands in excess of 100m<sup>2</sup>, are now required to submit plans, structural calculations, risk assessment and method statement to an independent structural engineer. The structural engineer will then complete a certificate of structural integrity for the design and then if that design is approved, will inspect the stand on site during build, and if the structural engineer is satisfied then a certificate of structural integrity will be issued. For this there will be an overall charge of £300.00 and is arranged via the Organisers.

**Any complex structures without accompanying paperwork will be refused permission to build at Who Do You Think You Are? LIVE.**