



Plan Inspection Form

Please complete and return to:

The Events Department, The Kennel Club,
10 Clarges St, London, W1J 8AB or email to
tracey.harris@thekennelclub.org.uk

TO BE COMPLETED BY ALL SPACE ONLY EXHIBITORS OR CONTRACTORS OF SPACE ONLY STANDS

Exhibiting Company Name:	
Stand Number:	
Stand Construction Company:	
Contact name:	
Telephone:	
Email:	
Onsite mobile number:	

Please complete this form and email or post with the following documentation	Enclosed?
<input type="checkbox"/> Scalable plan view drawings, showing dimensions, location of stand-fitting, construction and exhibits etc	<input type="checkbox"/>
<input type="checkbox"/> Elevation view drawings, showing build heights, including any rigging	<input type="checkbox"/>
<input type="checkbox"/> Construction Phase Plan and Method Statement for the construction and dismantling of the stand	<input type="checkbox"/>
<input type="checkbox"/> Details of proposed stand build materials	<input type="checkbox"/>

Please provide the following information	
Dimensions of the stand:	
Number of open sides:	
Total height of the stand from the hall floor, including any platform floor:	
What is the floor covering?	
If there is a platform please confirm the height:	
If there is a platform, is there a disabled access ramp?	
Does the design include any walling/construction on open sides?	
Does the walling comply with the walling regulations?	
Does the design include any glazing?	
Do any doors include vision panels and do not open on to gangways?	
Please provide any details of any suspended items:	
Will you have any display vehicles?	
Will there be any working exits?	
Will there be any large or heavy exhibits?	
Do you propose to have any gas on your stand?	
Will you have any water supplies or features on the stand?	
Will you have any stepped access on the stand?	
Please confirm that the reverse of any walling will be dressed down to a height of 2.4m:	
Please confirm that you have factored in the build & break times when designing this stand:	
Please indicate estimated time of arrival at the site for build-up on 20 th October:	

Please complete and return with the required documentation by 8th September 2017