

STAND DESIGN PLAN APPRAISAL CHECKLIST

Event Name : _____ Event Date : _____

Contractor Company Name : _____

Booth Name : _____ Booth Type : Upgraded Shell Scheme above 3m

Booth No./Hall : _____ Single Level Ground Structure above 3m

Contact Name : _____ Double Storey

Email Address : _____ Hanging Object

Mobile No. : _____

1. Custom-built stands or booth designs above **3.0 METRES** in height MUST provide all the following documents.
2. All custom-built design plans must be viewed by the Centre's Safety, Health & Environment (SHE) Department to ascertain if the stand or booth complies with the Centre's safety standards. This appraisal process does not include structural design, rigidity or integrity of the stand or booth. Submission documentation should explain the stand or booth building method.
3. Please complete this document together with the 3D dimension plans (or actual stand photos) and relevant documentation specified no later than _____(date) prior to build-up date in the original MS. Word document.
4. This document will not be processed unless all the information below is completed and the Centre will not be liable for any delays due to late submission.
5. **Acceptance of stand or booth designs will be notified through electronic mail. Copies of the attached documents must be carried onsite at all times for inspection purposes. Failure to present the documents when requested by Centre will lead to a temporary stop in work until documents are provided.**

SECTION A: CUSTOM-BUILD STANDS OR BOOTHS

All the following information MUST be provided (check all boxes)

	YES	NO		YES	NO
1 Height information of stand _____ metre(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8 Raised Flooring / Platform above 50mm height. (If yes, must provide corner protection)	<input type="checkbox"/>	<input type="checkbox"/>
2 3D Design (Isometric, Front, Sides and Rear Elevation)	<input type="checkbox"/>	<input type="checkbox"/>	9 Glass Wall or Glazing (If yes must have min.10mm thick and tempered)	<input type="checkbox"/>	<input type="checkbox"/>
3 Layout and elevation view with grid line (1metre x 1metre indication of grid)	<input type="checkbox"/>	<input type="checkbox"/>	10 Solid Ceiling or Roof exceeds 18sqm (If yes, refer Section C.10)	<input type="checkbox"/>	<input type="checkbox"/>
4 Structural materials and connection details	<input type="checkbox"/>	<input type="checkbox"/>	11 Enclosed room/storage with solid ceiling (If yes, refer to Section C.11)	<input type="checkbox"/>	<input type="checkbox"/>
5 Base plate sizes and connection details	<input type="checkbox"/>	<input type="checkbox"/>	12 Use of Decorative wall paper, Textiles or Drapes to cover booths. (If yes, refer to Section C.12)	<input type="checkbox"/>	<input type="checkbox"/>
6 Back wall exceeds 3.5metre height. (If yes, Refer to Section C.7)	<input type="checkbox"/>	<input type="checkbox"/>	13 Hanging objects (If yes, please attach separate submission of Hanging Object Request Form)	<input type="checkbox"/>	<input type="checkbox"/>
7 Free standing wall exceeds 3m in height. (If yes, Refer to Section C.8)	<input type="checkbox"/>	<input type="checkbox"/>	14 Heavy Machinery, High Risk Equipment Displays or Game Activities (If yes, please attach separate Exhibitor Activities Approval Request Form)	<input type="checkbox"/>	<input type="checkbox"/>

SECTION B: DOUBLE DECKER STANDS OR BOOTHS

All the following information MUST be provided (check all boxes)

	YES	NO
1 Professional Engineer's Certificate, Endorsement and Design Calculations (Must include the maximum number of visitors that can access to upper level. In addition, a notice must be displayed at ground level by the entry steps visible to the public at all times).	<input type="checkbox"/>	<input type="checkbox"/>
2 Beam, column, slab materials and connection details	<input type="checkbox"/>	<input type="checkbox"/>
3 Base plate and connection details	<input type="checkbox"/>	<input type="checkbox"/>
4 Staircase and handrail details	<input type="checkbox"/>	<input type="checkbox"/>

Note: For unconventional stands/space frames (E.g. Structural materials other than hot rolled sections/standard steel sections available in the market) or if requested by the Kuala Lumpur Convention Centre, the contractor/Exhibitor must submit a letter of undertaking and risk assessment addressing the structure's rigidity, stability and safe design proving it is "FIT FOR PURPOSE".

SECTION C: REGULATIONS

Dear Stand Contractor,

To help ensure the safe enjoyment of events held at the venue, please carefully review the Kuala Lumpur Convention Centre's safety and regulations policies below:

1. The stand contractor is responsible for ensuring that each stand complies with the Centre's and/or authorities' guidelines or requirements.
2. The stand contractor is to ensure all installations are constructed in accordance to the agreed design and technical specifications which were reviewed by the Centre. The stand contractor will be fully responsible for the design, stability and workmanship of the structure.
3. Any stand exceeding 3 metres in height requires complete structural drawings including technical specifications.
4. Kindly note, in "Designated Zones", which are potential low ceiling areas, stand contractors must comply with all build height restrictions.
5. Should "changes" arise after the acceptance, the stand contractor shall resubmit their design plans to indicate the "changes" prior to the build-up date.
6. If any installation work onsite deviates from the pre-reviewed specifications, the stand contractor shall be responsible for rectification work and any cost arising to ensure the onsite change or deviation meets the Centre's safety requirements (E.g. additional plasma TVs or lighting features fitted on to a wall structure must comply with load limit and stability requirements).
7. Back walls exceeding 3.5 metres in height MUST be minimum of 100mm thick and will be subject to the Centre's approval.
8. Any free standing walls exceeding 3 metres in height requires metal framing with a base plate and stability design calculations.
9. based on the final back wall height
10. Any ceiling/canopy 18 sqm and above must be reinforced with a metal section and must be supported from the ground with a minimum 3 inch (7.62 cm) diameter tube or equivalent support.
11. Any enclosed room or storage with solid ceiling must provide wireless smoke detector and portable fire extinguisher inside.
12. Decorative covers or booths shall be fireproofed or properly treated with flame-retardant chemicals. If the following materials are used for display or decorative purposes, they must be flame retardant or, in case of natural foliage, treated with an anti-dormant spray:
 - Textiles and/or drapes.
 - Wall paper and/or any other materials used for booth decorations.It is also necessary to fireproof textiles, paper and other combustible merchandise on display. This may be limited to an acceptable quantity. Samples must be submitted to the Centre along with the Fire Test Certificate for approval.
13. Any heavy machinery displays, high risk equipment or game activities are required to submit an Exhibitor Stand Activities Approval Request Form for the Centre's approval prior to move in. The stability and safety of all display items within the stand shall be the sole responsibility of the Exhibitor or their appointed supplier or contractor.
14. Any booth which may pose a particular fire hazard through the storage of or actions within must provide a portable ABC (6kg) fire extinguisher.
15. Stands should not exceed the contracted space. This includes display items, furniture, roofs and electrical lighting.
16. Fixing or adjoining structures above aisles is not allowed.
17. Stand carpeting or additional flooring over the aisle carpet in order to join stands opposite each other is not allowed.
18. All stand contractors must possess valid Business Registration License, Workmen Compensation Insurance and Public Liability/Third Party Liability Insurance. All Malaysian workers must possess an Identity Card (IC) and all foreign workers must possess a valid work permit in order to obtain a contractor badge. The badge must be visibly worn by all workers at all times.
19. Failure to comply with any of the above regulations or design deviations from the original submission will result in the cessation of work until the issue is resolved to the satisfaction of Centre's management or the cancellation of work.

I, hereby confirm that I have read and understood the above and agree to abide by the terms and conditions by duly signing this document.

Accepted by:

Viewed by:

Contractor Name:

Date:

Date: