



Custom Stand Plan Appraisal Form

All stands over 2.4 metres in height must go through the Centre's custom stand plan appraisal process.

Please complete this form and **submit it along with your plans and any other relevant documentation specified no less than 14 DAYS PRIOR** to the move-in of the event to:

Event Manager: _____	Sydney Convention and Exhibition Centre
Telephone: (02) 9282 _____	Fax: (02) 9288 _____
Email: _____	@scec.com.au
Name of Event: _____	Date: _____ (move-in) to _____ (move-out)

STAND STRUCTURE

What is the maximum height of the stand? _____

Is any part of the stand structure supported by rigging? YES NO

Does this stand have a roof or ceiling? YES NO : Go to Raised Floors / Ramps / Stairs

What is the roof or ceiling made of? _____

What are the dimensions of the roof or ceiling? _____

Is the area beneath it fully enclosed (walled) or does it have open sides? OPEN ENCLOSED

RAISED FLOORS / RAMPS / STAIRS

Does your stand have a raised floor? YES NO : Go to Mezzanine Levels

What is the height of the floor? _____

Is the floor edge ramped or stepped? RAMPED STEPPED

If ramped, what is the gradient of the ramp? _____

If the floor is stepped, is the step fitted with stair nosing? _____

MEZZANINE LEVELS

Does this stand have a mezzanine level / second floor? YES NO : Go to Documentation

What are the dimensions of the mezzanine level? _____

Do you have an engineer's certificate to provide with this form? YES NO

Have you booked an engineer for an on-site inspection once the stand is built? YES NO

DOCUMENTATION Please provide all of the following documents along with this form

Floor plan Cross-sectional or Elevation view plans Artist's impression (optional) Engineer's Certificate (if applicable)

These plans must be viewed by the Centre's Risk and Safety Manager to ascertain if the stand will comply with minimum standards. This appraisal does not include any measure of structural design or integrity.

CONTRACTOR DETAILS

TITLE: Mr / Mrs / Ms / Miss	FIRST NAME:	SURNAME:	
POSITION:	COMPANY :		
TEL:	FAX:	MOB:	EMAIL:
POSTAL ADDRESS:		SUBURB:	
STATE:	P/CODE:	COUNTRY:	
STAND NAME:		STAND NO:	
CONTACT ON-SITE:			

Please Note: this form will not be processed unless all the above information is completed.

Managed by DHCE Pty Ltd, ABN 76 057 767 389 as an agent for SHFA, ABN 51 437 725 177

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