**Text, letter

Description automatically generated**

**FIA Conference 2023**

**Custom Stand Confirmation Form**

**Due Date: 27 January 2023**

Exhibitor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stand no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Details of the contactor building your custom stand:**

Contracting company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What size is the footprint of the stand? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the height of the stand? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there any double storeys? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there any enclosed ceilings? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have included a copy of the following documents with this form:

❑ Contractor’s public liability insurance certificates

❑ Contractor’s WHS policies

❑ Design details and dimensional plans of the stand

**Custom stands and upgrades**

Custom stand plans and upgrades will need to be approved by the organiser and forwarded to your Event Planner for review.

**Stand height**

Any stand with a height greater than 2.4m must be approved by the organiser and discussed with your Event Planner.

**Raised flooring**

Flooring that is between 0mm to 32mm requires edging with a grading of 1:1.3, and flooring above 33mm to 115mm high requires a beveled edge, which does not exceed an angle of 30 degrees or a grading of 1:1.8. The beveled edge is to be incorporated into the stand space and not encroach into the aisle. All flooring that exceeds 115mm in height is deemed to be a step. If the stand is to be occupied by the general public or exhibition attendees, a ramp must be provided within the allocated stand space

**Stand certification**

Certification by an engineer is required for:

* Stands of two storeys or more, where the second or subsequent storey will be occupied (note: if the floor of any occupied area is more than 1.5m above the ground level, it will be deemed to be a two-storey structure whether the bottom area is occupied or not)
* Any structures within stands that are constructed with steel.

Certification is required to confirm the structural integrity of the stand. The exhibitor, or the builder of the stand, is responsible for proving that the stand is structurally sound and safe for occupancy.  
The engineer must certify that the design of the stand complies with Australian Standards and the structural parts of the Building Code of Australia 2006 regulation 1507. Before the stand is occupied, the exhibitor must engage an engineer to inspect the stand after it has been constructed to complete the certification process and confirm that additional fire safety measures have been carried out.   
All costs for the certification process are the responsibility of the exhibitor or stand builder. It is the responsibility of the organiser to ensure that all information, plans and evidence of certification are collated and provided to MCEC prior to the opening of the exhibition.

**Due Date: 27 January 2023**

Return to: Natalie Walker, Executive Manager – Events  
Phone: 02 9410 5902 | Email: [training@fia.org.au](mailto:training@fia.org.au)