

Form 3 - Exhibition Layout Certificate

Completed form is to be sent to the NEC Event Manager for the show.

Design Stage Certificate

(Please Tick as appropriate)

Construction Stage Certificate

Exhibition / Event..... Dates

Halls.....Venue Drawing No

Declaration: The layout for the above show has been checked and I can confirm that it appears to comply with the requirements of the eGuide Floor Plan Regulations.

Comments – continue on a separate sheet if necessary

All areas of non-compliance must be detailed here and included in the exhibition risk assessment.

Signature: Name: Date:
(Customer)

	YES / NO	COMMENTS
ATTENDANCE		
Anticipated attendance below maximum capacity?		
GANGWAYS		
Complies with recommended gangway plan		
3.0m perimeter gangway		
3.0m gangways to exits		
5.0m in front of exits		
MISCELLANEOUS		
Location of pillars		
Void areas		
Risk Assessment required?		

For and on behalf of National Exhibition Centre Ltd.

Accept Reject

(In all cases a copy of this certificate is to be returned to the Customer or Contractor)

For NEC use only.

Comments – continue on a separate sheet if necessary

Signature: Name: Date:

Personal registration number on the NEC Competent Persons Register

the nec
birmingham