

ExCeL Exhibition Centre, London  
STRUCTURAL AUDITING, INSPECTION AND  
CERTIFICATION SERVICES FOR TEMPORARY STRUCTURES

## SCOPE OF SERVICES PROVIDED

### COMPLEX STRUCTURES

A complex structure is defined as any form of construction which would normally be designed by an engineer and has, through a risk assessment, been found to provide a significant risk.

Many UK event venues require all complex structures to be subject to certification both prior to build-up and on completion of construction and Campbell Reith Hill offer our full audit service to meet these requirements:-

#### Planning stage

- General advice to exhibitors and organisers on exhibition regulations and design parameters concerning stand layouts, loading, etc.
- Assistance in identification of complex structures.
- Advice on content of stand submission information, including guidance on preparation of erection method statements, risk assessments etc.

#### Audit stage

- Initial review of design undertaken and organiser notified of any outstanding information including method statements and risk assessments.
- Detailed review and check of structural design calculations, resolve outstanding queries directly with designers.
- Issue of certification to organiser to confirm adequacy of design and documentation and listing outstanding matters for site resolution.

#### Construction stage

- Inspection of all complex stands during construction to ensure these are generally erected in accordance with submitted designs, details and method statements.
- Issue of remedial works notices where required and monitoring of outstanding matters.
- Issue of certification to organiser confirming that stands have been constructed to competent standards.

### OTHER STRUCTURES

In addition, ExCeL and E-guide regulations (which are adopted by all leading UK venues) require that ALL space only non-complex structures within the licensed area are inspected by a competent person and are suitably certified.

Campbell Reith Hill are able to undertake visual inspections of such structures and provide suitable certification.

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COSTS for 2019 EVENTS

Our charges for stand audits and certification of ExCeL events and shows for the period 1st January 2018 - 31st December 2019 are listed below. These also apply to events held at most other major UK venues ( although for venues outside a 20 mile radius of our UK offices in London, Redhill, Birmingham, Bristol and Manchester a minimum charge will apply, details provided on request ).

COMPLEX STRUCTURES

Full audit / site check and certification - double decker stand

£415 / stand - small show (up to 3 complex stands in total)  
£310 - £270 / stand - medium show (4 to 15 complex stands in total)  
£255 / stand - large show (over 15 complex stands in total)

Full audit / site check and certification - single storey, overheight

Small show - £290/stand  
Medium show - £255 - £200/stand  
Large show - £165/stand

Full audit / site check and certification - Tiered seating, platforms, stages, etc

Costs of service to be subject to individual negotiation

OTHER STRUCTURES

Visual check only - non-complex space-only stands

Up to 9 stands -	£405 / event
10 to 29 stands -	£455 / event
30 to 49 stands -	£625 / event
50 to 99 stands -	£835 / event
100 to 149 stands	£915 / event
150 to 199 stands	£1035 per event
200 to 299 stands	£1145 per event
300 to 399 stands	£1310 per event
400 to 499 stands	£1475 per event
500 to 599 stands	£1635 per event
600 to 699 stands	£1800 per event
700 to 799 stands	£1960 per event
800 to 899 stands	£2110 per event
900 to 999 stands	£2275 per event

(Please note all charges subject to the addition of VAT)

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Appointment Agreement & Terms

Association for Consultancy and Engineering Agreement 2, 2009. If you do not have a copy of the Agreement please request a copy from our office.

Scope of Services

Services as described in the attached schedule. Additional Services will be provided by prior agreement.

Liability

The liability for any claim or series of claims arising out of the same occurrence or series of occurrences shall not exceed the sum of £1,000,000. The liability for any claim or series of claims arising out of or in connection with pollution or contamination is excluded. The amount of PI Insurance carried will be equal to the liabilities described above and the amount of Public Liability Insurance will be £1m. The period of liability after the date of substantial completion will be 12 months.

Fees

The fees shall be charged on a lump sum basis. Any instructed additional work will be charged at the following hourly rates; Partners £120 Associates £95, Engineers £85, Technicians £60 - 75 and Technical Staff seconded full time to site £75, unless a lump sum is agreed.

Disbursements and VAT

Normal disbursements are included within the lump sum fees. Additional expenses ie courier charges etc, will be charged at our standard rates. All fees and disbursements are subject to the addition of VAT.

Interest

Accounts are due for payment within 28 days of the date of invoices. Interest on overdue accounts shall be chargeable at 8% above HSBC Bank base rate.

Contact: -

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