CampbellReith
consulting engineers

EVENT VENUE

STRUCTURAL AUDITING, INSPECTION AND CERTIFICATION SERVICES FOR TEMPORARY STRUCTURES

Scope of Services Provided the Event Organiser

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 CampbellReith 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.

Audit stage

- The organizer is to provide complex stand structural design documentation for review and comments.
- Initial review of design undertaken and organiser notified of any outstanding structural information.
- Review and check of structural design calculations, resolve outstanding queries directly with organisers.
- Issue of certification to organiser to confirm adequacy of design and documentation and listing outstanding matters for site resolution.

Construction stage

- The organiser is to provide event floor plan ahead of inspection.
- 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, Event Venue 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.

CampbellReith are able to undertake visual inspections of such structures and provide suitable certification.

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Costs for 2024 Events

Our charges for stand audits and certification of Venue events and shows for the period 1st January 2024 - 31st December 2024 are listed below. These also apply to events held at most other major UK venues (although for venues outside a 20mile radius of our UK offices in London, Birmingham, Bristol and Manchester a minimum day charge of will apply).

COMPLEX STRUCTURES

Full audit / site check and certification - double decker stand
£485 / stand - small show (up to 3 complex stands in total)
£365 - £325 / stand - medium show (4 to 15 complex stands in total)
£300 / stand - large show (over 15 complex stands in total)

Full audit / site check and certification - single storey, overheight
Small show - £340 /stand
Medium show - £300 - £245/stand
Large show - £200/stand

Full audit / site check and certification – Suspended (Bespoke Rigged) Structure
(Reduced to half rate if accompanied by Complex Single Storey Stand or Double Decker Stand)
Small show - £340 /stand
Medium show - £300 - £245/stand
Large show - £200/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	£470 / event
10 to 29 stands	£540 / event
30 to 49 stands	£740 / event
50 to 99 stands	£990 / event
100 to 149 stands	£1080 / event
150 to 199 stands	£1215 / event
200 to 299 stands	£1345 / event
300 to 399 stands	£1545 / event
400 to 499 stands	£1735 / event
500 to 599 stands	£1930 / event
600 to 699 stands	£2120 / event
700 to 799 stands	£2310 / event
800 to 899 stands	£2585 / event
900 to 999 stands	£2680 / event

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

International Event Minimum Charge

For International Events outside of Main Land UK, there is a minimum cost applied. This equates to £1,175 (exc VAT) per day. The cost for the of the inspection will be dictated by the total number of stands, unless this is less than the day rate cost. Travel days are also subject to this rate unless otherwise agreed.

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Appointment Agreement & Terms

Association for Consultancy and Engineering Short Form Agreement 2015. 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 to one client (which is predominantly the Organiser of the Event).

Any instructed additional work will be charged at the following hourly rates; Partners £165, Associates £125, Engineers £100, Technicians £75 - 90 and Technical Staff seconded full time to site £95, unless a lump sum is agreed.

Disbursements and VAT

Normal disbursements are included within the lump sum fees. Additional expenses i.e. courier charges etc., will be charged at our standard rates. All fees and disbursements are subject to the addition of VAT. Travel and accommodation (if required) for events outside a 20mile radius of our offices are not included and will be applied as expenses to our invoice.

Flights, Accommodation, Visas, Etc (for international event inspections):

The default under our appointment will be that any travel, accommodation, visas or any other documentation required for an International Event Inspection is to be arranged and paid for by you (the Client/Organiser). We can, in some circumstances, arrange these and add to the invoice, if requested. Please inform us if you need us to arrange any travel, etc.

Flights over 8 hours should be booked as Business Class. This is to ensure our Engineers are able to work efficiently on arrival and on return.

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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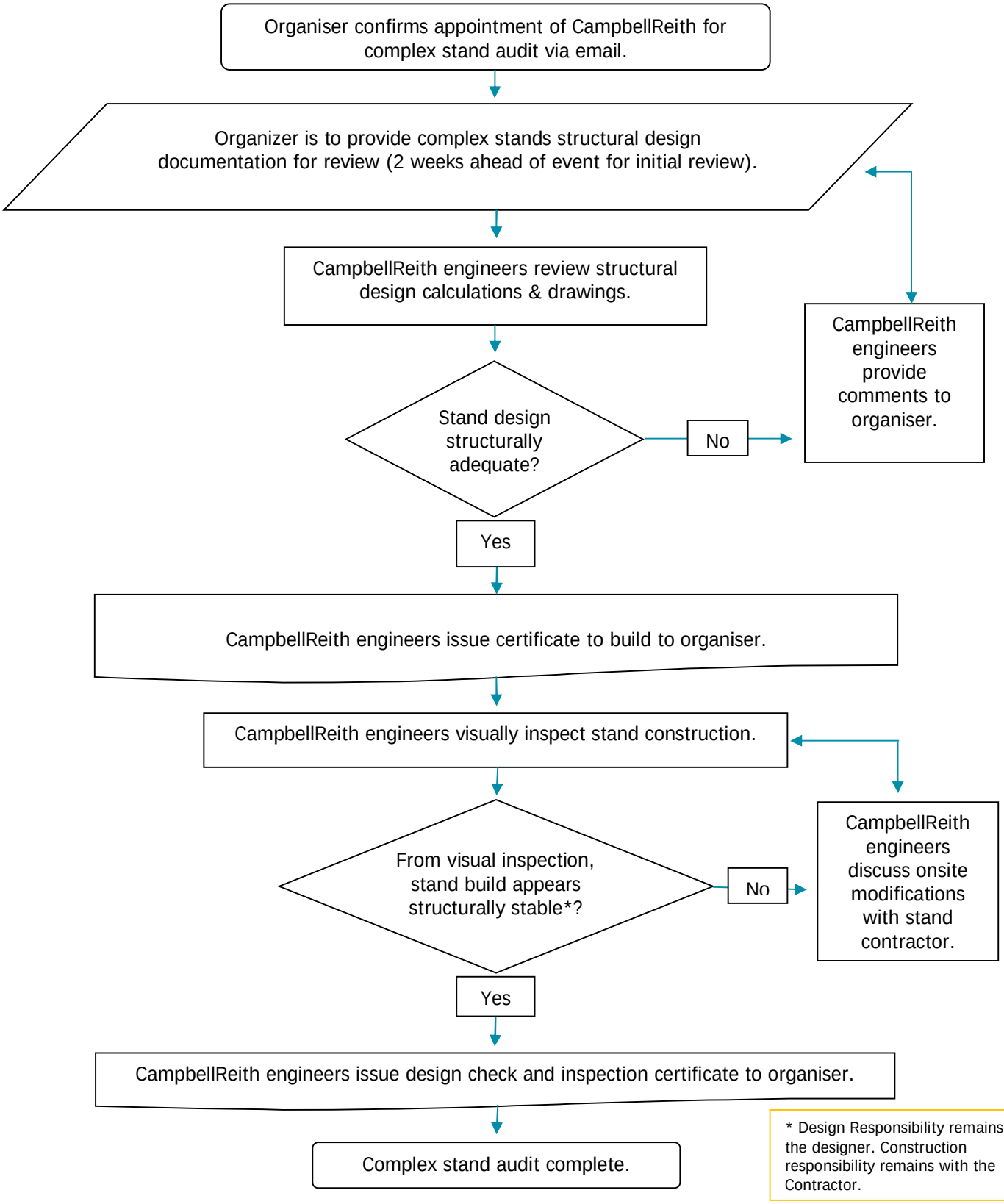
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Complex Stand Check Process



* Design Responsibility remains with the designer. Construction responsibility remains with the Contractor.