

### Event Check List

Licensees are required to provide the Ricoh Arena with the information listed below. Failure to meet these may result in the Event Licence being withheld or individual stands being condemned and unable to trade.

Time Period Action	Action
<b>13 WEEKS (90 days) BEFORE TENANCY (Or as soon as possible)</b>	<ul style="list-style-type: none"> <li>• <b>Submit Initial Floor Plans</b> (Hall, Registration Area, Atrium) For initial check and approval by Event Team and Ricoh Arena Safety officer – <b><u>See Form Two</u></b></li> <li>• <b>Submit of the items of specific risk form</b> – <b><u>See Form One</u></b></li> <li>• <b>Briefing Meeting</b> at the Ricoh Arena to discuss Licensee / Organiser requirements</li> <li>• <b>Opening Hours</b></li> <li>• <b>Event Profile</b></li> <li>• <b>Special Licence Applications</b></li> <li>• <b>Build up and Breakdown details</b></li> <li>• <b>The Exhibitor Manual</b> - if ready or at least 2 weeks before going to print</li> </ul>
<b>6 WEEKS (42 days) BEFORE TENANCY</b>	<ul style="list-style-type: none"> <li>• <b>Obtain Music Licences</b> – if applicable</li> <li>• <b>Public Liability Insurance.</b> Copy of certificate submitted to the venue</li> <li>• <b>Submit Show Risk Assessment</b> - to include build up, show open and breakdown</li> <li>• <b>Section 39 Application submitted</b> – if applicable</li> </ul>
<b>4 WEEKS (28 days) BEFORE TENANCY</b>	<ul style="list-style-type: none"> <li>• <b>Submit updated Floor plan</b> - <b><u>See Form Two</u></b></li> <li>• <b>Submit Stand Plans &amp; Complex Stand Plans</b></li> <li>• <b>Details of all Feature Areas</b> - To include Risk Assessments</li> <li>• <b>Submit of the updated items of specific risk form</b></li> <li>• <b>CDM documentation</b> – Construction Phase plan &amp; F10 – if applicable</li> <li>• <b>Submission of final details of Items Special Risk</b> – <b><u>See Form One</u></b></li> <li>• <b>Details of suspended loads &amp; floor loading</b> – if applicable</li> <li>• <b>Confirm final event details</b> - additional services, Catering, organiser office, AV and IT requirements.</li> <li>• <b>Final special licence applications or certification</b> – if applicable</li> <li>• <b>Submission of the competent person form</b></li> <li>• <b>Vehicle Pass Examples</b></li> <li>• <b>Entrance visitor/ exhibitor badge samples</b></li> <li>• <b>Emergency Gangway Plan</b></li> <li>• <b>Contractor Risk Assessments and Method Statements</b></li> <li>• <b>Details of any fork lifts or access equipment being delivered onsite</b> – please liaise with your event manager for the delivery and drop time/location.</li> </ul>
<b>3 Weeks (21 days) BEFORE TENANCY</b>	<ul style="list-style-type: none"> <li>• <b>Signed Function Sheet / BEO</b> (Including additional services, Catering, organiser office, AV and IT requirements / Schedules)</li> </ul>
<b>2 WEEKS (14 days) BEFORE TENANCY</b>	<ul style="list-style-type: none"> <li>• <b>Delivery schedule</b></li> <li>• <b>Stand Order cut off</b></li> </ul>
<b>Available onsite</b>	<ul style="list-style-type: none"> <li>• <b>H&amp;S File</b></li> <li>• <b>Stand RAMS &amp; Insurance</b> – available on request</li> </ul>
<b>Last set up day. Prior to Show open and visitor admittance</b>	<ul style="list-style-type: none"> <li>• <b>All Structural Show Sign Off</b></li> <li>• <b>Electrical Sign off</b> – if applicable</li> <li>• <b>All temporary Structures Sign OFF</b></li> </ul>