Permission to Build

Permission To Build certificates will only be issued by our Health & Safety partner, Abraxys, once ALL required documents have been submitted and the review has been completed. Booth plans emailed to Abraxys directly will **not** be accepted.

DEADLINE: **THURSDAY, AUGUST 1, 2024**

Types of Booth Builds:

1. **Exhibitor Appointed Contractor (EAC):** You will appoint an external contractor to build your exhibit.

2. **Freeman Build:** Freeman will handle the construction of your booth.

3. **Portable Booth (Pop-up):** You will manage the setup and dismantling of your booth without external assistance.

What Forms Do I Need to Submit?

Exhibitor Appointed Contractor (EAC)	Freeman Build	Portable Booth (Pop-up)
Your EAC will need to submit the following on your behalf: • EAC Certificate of Insurance: HERE • Permission to Build Form (includes submission of Booth Designs with Dimensions): HERE • Method Statement and Risk Assessment: HERE You will need to submit the following: • Sponsor Certificate of Insurance: HERE	Freeman will submit the following on your behalf: • Permission to Build Form (includes submission of Booth Designs with Dimensions) • Method Statement and Risk Assessment You will need to submit the following: • Sponsor Certificate of Insurance: HERE	You will need to submit the following: • Sponsor Certificate of Insurance: HERE • Pop-Up Verification Form: HERE

Sample Documents:

- *COI – insurance requirements*

Technical drawings must include all dimensions of your booth construction, a description of your flooring materials (*including the height of raised platform floors*), and a description of your boundary walling construction materials. If you are planning to have a rigged banner over your stand space, you must include on your drawing the dimensions, weight, and construction materials of your rigged banner.