

Floor plans and room set ups

6.1 Event Floor Plan Approval Process

Floor plans are required for all exhibitions, special events, registration builds and entrance features.

Scaled floor plan templates for all spaces within Claudelands Conference and Exhibition Centre are available from your Claudelands Event Manager. These plans include clear zones, no build zones, entrance ways, fire egresses and fire exits.

Floor plans must be sent through to your Claudelands Event Manager for approval one month prior to your event.

If your event is ticketed, or spaces are sold, floor plans must be submitted or approved by your Claudelands Event Manager prior to tickets going on sale, or spaces being sold.

Revisions to the original approved floor plan must be signed off by your Claudelands Event Manager prior to contractors commencing work on site.

6.2 Event Floor Plan Design

A number of considerations need to be taken into account when designing floor plans and event layouts.

When submitting a floor plan, please ensure the following information is included:

- Event name and dates
- Indication of the number of persons expected to use the room or space
- Aisles/egress and exit doors indicated
- Aisle dimensions
- Clear zones and no build zones
- Exhibition stand numbers and dimensions (if applicable)
- Layout of plenary space including seating arrangements (i.e. theatre style, classroom style, banquet style, cocktail style)
- Buffet stations and tea and coffee stations are in their correct designated space (or an alternative space as discussed with your Claudelands Event Manager)

Further design guidelines and specifications to take into consideration are available by event type in [Appendix 3 – Floor Plan Design Specifications](#).

6.3 Room Set-ups

Your Claudelands Event Manager can provide example floor plans for standard room set ups for conference, meeting, function, exhibition or food and beverage event showing positioning of tables, stage and dance floor (if applicable).

The following table outlines standard room set up details:

Style	Details
Theatre	Claudeland's banquet chairs are used for all conferences and indoor events or exhibitions. They are 0.5m wide and 0.6m long, black in colour with a silver rim. The distance between chairs needs to be a minimum of 0.55m.
Classroom	Standard set up is a dark timber-top table (unclothed) 0.45m wide and 1.8m long. Each classroom table will seat a maximum of three (3) people. The aisle width must be a minimum of 0.6m
Boardroom	Dark timber-top tables (unclothed) 0.75m wide, 1.8m in length put together in the middle and banquet chairs on the outside. Boardroom Style for more than twenty (20) people is not recommended. Table in the Boardroom is a large wooden table which seats up to 16 people.
U Shape	Clothed tables 0.45m wide and 1.8m in length to form u shape. Each table seats up to three (3) people. U Shape for more than 20 people is not recommended.
Banquet	Banquet tables are oval in shape and comfortably fit 8-10 people (maximum 10 people) per table (depending on table arrangements). The distance between the oval tables is ideally 1.8m, especially with plated meals. The minimum distance between the banquet tables is to be no less than 1.5m. A final table listing and guest list must be submitted to your Claudelands Event Manager no later than two business days prior to the event. This must include the number of guests on each table; especially if they are not tables of 10
Cocktail	Claudeland's have a range of equipment available including bar leaners, bar stools, couches, ottomans and plants that can be placed around the room. Please contact your Claudelands Event Manager for more details.

6.4 Room Changes

Should you require a room change during your event (for example theatre style to conference dinner or vice versa), please advise your Claudelands Event Manager at least 20 working days prior to your conference.

The first room change is complimentary. Charges will apply for any additional room changes. Please contact your Claudelands Event Manager to discuss your requirements and cost.