



Compulsory Exhibitor Stand Form 2:

for exhibitors ordering a Stand Package/ Shell Scheme from Stagecraftuk

Final Deadline: 8 November 2021

Please complete and return to lauren.morrey@event-partners.org

Stand Information:

Company Name:	Stand Number:
	Stand Size (sqm):

By ticking the below, I confirm the following:

- We are familiar with the event schedule, especially times relating to build-up, opening hours and breakdown, as detailed in the exhibitor manual
- We understand that all exhibition stands must have walling and carpet
- We have ordered/ will order a stand package from the official contractor, Stagecraftuk
or
- We have ordered/ will order shell scheme/ carpet from the official contractor, Stagecraftuk

Stand Representative - Health & Safety/ Emergency Contact Onsite:

Name:	Mobile Number:
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Email:

By ticking the below, I confirm the following:

- The above-named person will be in possession of and familiar with our company Health & Safety Policy
- The above-named person will make a copy of our Risk Assessment available to HSE (Health & Safety Executive) at the event, should they require it

Health & Safety Declaration

The Health & Safety at Work Act 1974 (HASWA) and its subsidiary legislation is criminal law, a breach of which is a criminal offence. Exhibitors have a legal and moral responsibility to ensure the health and safety of others is not put at risk by their actions (or inactions) during this event. This includes responsibility for all aspects of safety on their stand during the build-up, show open and breakdown periods.

By ticking the below, I confirm the following:

- We will appoint a competent person to be responsible for health & safety on our stand
- We are responsible for compliance with the Organiser and Venue rules & regulations and emergency procedures, as detailed in the exhibitor manual
- We are responsible for compliance with the Health & Safety at Work Act 1974 (HASWA) and Construction (Design and Management) Regulations 2015 (CDM), as detailed in the exhibitor manual
- We will submit the necessary health & safety documentation (i.e., Risk Assessment) to the Organiser

Signature:	Date:
Name:	

Risk Assessment Declaration – Part 1

Please help us understand your exhibit by answering the following questions:

QUESTIONS	YES	NO	If yes, please provide further information
Are there any potential hazards associated with your stand?			
Will there be any working machinery on your stand?			
Will there be any chemicals on your stand?			
Are you planning to use truss/rigging or hang a banner?			
Will you be displaying a vehicle on your stand?			

Risk Assessment Declaration – Part 2

ALL exhibitors must complete a Risk Assessment to cover their activities during build-up, show open and breakdown periods. This is separate to the Risk Assessment produced by the official contractor, Stagecraftuk, which will cover the installation of shell scheme stand packages etc.

A Risk Assessment is the most effective way of documenting, assessing and controlling risks. Under UK Health & Safety Legislation, it is an absolute legal requirement. An assessment of risk is a careful examination of activities that could cause harm to people. The aim is to make sure that no one gets hurt or becomes ill by taking practicable precautions to prevent incidents.

To access a basic Risk Assessment Template, please click [HERE](#)

By ticking the below, I confirm the following:

- I understand it is a legal requirement to complete a Risk Assessment for this event
- Our Risk Assessment will be submitted to the Organiser no later than **8 November 2021**

Signature:	Date:
Name:	