

**VEHICLE IDENTIFICATION PASS**  
**Novotel Convention Centre**

(Please display pass in windscreen)  
This is NOT a car park pass.



EXHIBITOR'S COMPANY NAME: .....

STAND NUMBER: ..... MOBILE: .....

**Build-Up**

Friday 12<sup>th</sup> October 2018                      0800 - 2200hrs                      - All exhibitors

**Breakdown**

Sunday 14<sup>th</sup> October 2018                      1645 - 2200hrs                      - All exhibitors

**All drivers please report to traffic marshals at the Loading Bay**

Traffic staff's directions must be followed at all times.

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## Floor Plan Risk Assessment for Stands

Exhibition Name:
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Company:	Stand Number:
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Name of person responsible for Health & safety:	Work No: Mobile No: Email:
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### Exhibitor's Responsibilities

An exhibition stand is a workplace covered by health and safety legislation. As the exhibitor it is your responsibility to ensure that a suitable and sufficient risk assessment is completed.

Failure to do so could lead to delays or ultimately the closure of your stand.

This template is for a simple shell scheme exhibition stand which does not require any structural approval from the organiser or the venue. More complex stands will require a more detailed risk assessment and if you are in any doubt you should contact the organiser.

Does your stand include any of the following? If so you must complete the attached risk assessment for simple stands please answer Yes or No:

	Yes/No
Lifting heavy products during the build-up/breakdown	
Working at height (using ladders)	
Display of anything containing liquid fuel or flammable and explosive substances	
Display of sharp objects, weapons (even replica weapons)	
Demonstrations of any kind i.e Therapies, massaging	
Working electrical appliances other than simple display lighting	
Food service of any kind other than sweets, snacks and soft drinks	
Heat source of any kind including cookery demonstrations, naked flame or gel burners	
Working machinery of any kind even if static	
Using power tools during the build-up/breakdown	
Have all portable appliances being displayed had a visual inspection or PAT tested.	
Any other hazard not identified above which could be a risk	

**Note this is not an exhaustive list. You are responsible for identifying any aspect of your stand which could present a hazard**

If you have answered **NO** to all of the above complete sign below. If you have answered **YES** to any of the above complete the risk assessment for Shell Scheme attached.

I declare that to the best of my knowledge there are no significant risks relating to this stand

Signed:	Name:	Position:	Date:

# Risk Assessment for Shell Scheme Stands

Exhibition Name:
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Company	Stand No:
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Risk:
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Who could be harmed:
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Control Measures in Place:
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To the best of my knowledge the information provided is correct. The control measures in place control risk to an acceptable degree.

Signed:	Name:	Position:	Date
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**PLEASE NOTE:**

This is a very basic risk assessment format for simple risks only. Multiple or complex risks will require a more detailed risk assessment.

## Shell Scheme Octanorm & Extras

**SHELL SCHEME** orders received less than 14 working days before the first day of the build will be subject to a 20% surcharge.

Code	Description	Hire of fitting	Number required	Total
ST1	Additional Octanorm upright	£17.22		
ST2	1m wide additional Octanorm panel	£80.50		
ST3	Floor flats for carpet/floor covering (per SQM) Floor covering NOT included	£16.00		
ST4	Aluminium floor edging (per LNR metre)	£15.50		
ST5	Floor covering – Black Carpet Per SQM	£10.00		
ST6	Shell Scheme Back Wall PER LNR MTR ( 3 x 3 space 3 x £35.00 = £105.00)	£35.00		
ST7	Additional shell scheme PER SQM	£30.00		
ST8	6 x 2 Trestle Table	£25.00		
ST9	Chair	£5.00		
ST10	TV Stand	£90.00		
ST11	8 x 4 Stage Platform	£45.00		
ST12	Wrist band data scanner ( capture detailed info on who visits your stand )	£99.00		
ST13	Hands for hire per hour (charged at 1 hour min)	£20.00		
	TV Stand and 55" LCD TV	£250.00		
	<b>Other show furniture please contact us for information</b>			
			<b>Total</b>	

# Health & Safety Declaration for Exhibitors

To be scanned and returned to Organisers

We have read and understood our responsibilities as laid out in the Health & Safety at Work Act 1974 and taken note of the most common areas of risk. We accept our responsibilities as laid out in this Act and all relevant legislation covering the Event.

Exhibition	
Stand No(s)	
Company	
Print Name	
Position	
Signed	

## 1. Our Principle Health & Safety representative for the stand is:

Name & Position:

Contact No:

\* As principal Health & Safety representative for my stand, I understand that we may need to produce a copy of our Health & Safety Policy and the Health & Safety Policy of our principal stand contractor upon request by the appropriate authorities whilst on site at the exhibition. Please tick

**I am in possession of my company's Health & Safety Policy:**

**I have checked that our main stand fitting contractor has a suitable and sufficient Health & Safety Policy for the event:**

**I have checked that our principal stand contractor has provided sufficient training for his/her employees to carry out their tasks safely and competently for the event:**

If you are having a stand built for you only information.

## 2. Our principal stand contractor is:

Name			
Company			
Address			
Postcode			
Contact		Position	

### **Please Note:**

Stand construction will not be allowed to commence until this form has been returned