

## Appendix A: Exhibitor & Contractor’s Health & Safety Declaration

### FOR EXHIBITORS and CONTRACTORS:

Stand #	
Name:	
Date:	
Position	
Mobile #	
Email	
Declaration Authorized By:	Name:
	Initials:

By initialing this form, you acknowledge that you have read and understood the guidelines presented.

### Individual with Overall Responsibility for Health & Safety Onsite:

Name	
Position	
Mobile #	
Email	

## Appendix B: Structural Design

### FOR EXHIBITORS:

<p><b>We have a Tabletop (Pop-Up) Stand.</b></p> <p>We have trained and made our stand staff aware of the hazards expected on site. We have read and are committed to following the “Exhibitor Guidelines.” We have completed a risk assessment and conclude that our exhibits, demonstrations and work practices will cause no significant risk to either others or ourselves on site. This risk assessment is available upon request.</p> <p><b>*please note, only table top only stands are permitted in this venue.</b></p>	<p><b>We have a SPACE ONLY (Free Build) stand and have not appointed contractors.</b></p> <p>We have a risk assessment and method statement prepared for our exhibits, demonstrations and work practices and have brought the findings to the attention of our stand staff together with the “Exhibitor Guidelines” which we have read and understand. Our risk assessment, method statement and stand plans have been forwarded to Informa.</p>
<p><b>We have a SHELL SCHEME stand.</b></p> <p>We have trained and made our stand staff aware of the hazards expected on site. We have read and are committed to following the “Exhibitor Guidelines.” We have completed a risk assessment and conclude that our exhibits, demonstrations and work practices will cause no significant risk to either others or ourselves on site. This risk assessment is available upon request.</p>	<p><b>We have a SPACE ONLY (Free Build) stand and have appointed contractors to design, build and/or dismantle our stands.</b></p> <p>We have trained and made our stand staff aware of the hazards expected on site. We have read and are committed to following the “Exhibitor Guidelines.” We have completed a risk assessment and conclude that our exhibits, demonstrations and work practices will cause no significant risk to either others or ourselves on site. This risk assessment is available upon request.</p>
<p><b>We have a SHELL SCHEME stand with Product Demonstration / Activities</b></p> <p>We have trained and made our stand staff aware of the hazards to be expected on site. We have read and understand and forwarded information presented in the “Exhibitor Guidelines” to stand staff. We are satisfied stand staff are competent to undertake their tasks safely. We have ensured a risk assessment is carried out for any proposed stand activities, product demonstrations and public demonstrations. The risk assessment and/or method statement are available upon request.</p>	<p><b>We are a Co-exhibitor and are not involved with the construction or set-up of the stand.</b></p> <p>We have completed a risk assessment and conclude that our exhibits and demonstrations will cause no significant risk to either others or ourselves on site. The risk assessment is available upon request. Our contractors will be using access tower scaffolds and I understand these will be subject to inspection by Informa.</p>