

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

FOR EXHIBITORS / CONTRACTORS:

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

Onsite Representative with Overall Responsibility:

Name	
Position	
Mobile #	
Email	

Appendix B: Structural Design

FOR EXHIBITORS: Please tick one or more boxes below that apply to your plans at the event:
** Please note that the event organisers must be aware if you plan to have third party contractors providing a service at your stand during event hours.*

We have a TABLETOP stand. We have trained and made our stand staff aware of the hazards 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.	We have a SPACE ONLY (Free Build) stand and have not appointed contractors. 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.
We have a MATRIX stand. We have trained and made our stand staff aware of the hazards 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.	We have a SPACE ONLY (Free Build) stand and have appointed contractors to design, build and/or dismantle our stands. 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.
We have a MATRIX stand with appointed contractors providing product demonstrations and interactive activities. * We have read and understand and forwarded information presented in the “Exhibitor Guidelines” to third party contractors. 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 and product demonstrations. The risk assessment and/or method statement are available upon request.	We are a Co-Exhibitor and are not involved with the construction or set-up of the stand. 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.