



Exhibitor Manual

Medtec Ireland

Radisson Blu Galway,
6-7th October 2015

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1. Event Timetable

1-1 BUILD UP

Monday 5 th October 2015	1200-1800hrs
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Note: All exhibits MUST be set up by 1800hrs on Monday 5th October.

All gangways must be kept clear of all exhibits, packaging and stand fitting materials at all times, to comply with Health & Safety and to assist the cleaners, penalties for non-compliance may be incurred.

1-2 EXHIBITION OPEN PERIOD

Tuesday 6 th October 2015	1000-1600hrs
Wednesday 7 th October 2015	1000-1600hrs

There will be exhibitor access from 0800hrs on each open morning.

Tuesday 6th October from 1630hrs: Medtec Ireland Networking at The King's Head, High Street, Galway

1-3 BREAKDOWN

Wednesday 7 th October 2015	1600-1800hrs
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Note: All exhibits MUST be cleared from the stand by 1800hrs on Wednesday 7th October. Medtec Ireland has no tenancy on Thursday 8th October at the Radisson. Any items not collected by 2000hrs on Wednesday 7th October will be disposed of with a charge to the exhibitor.

It is a contractual requirement that your stand is not dismantled in any way or product removed and remains manned until the show closes. Contractors will only be granted access into the hall/s once it is clear of all visitors.

Exhibitors are advised not to leave their stand unattended at any time during breakdown.

It is the exhibitor's responsibility to remove all stand materials, carpet tape, packaging and waste from the halls. Please note that charges will be levied for the removal of any discarded items.

UNDER NO CIRCUMSTANCES ARE CHILDREN OF 16 YEARS AND UNDER, NOR ANIMALS, ALLOWED IN THE HALLS DURING BUILD UP, BREAKDOWN OR OPEN PERIOD

2. Event Contacts

2-1 OPERATIONS & TECHNICAL MANAGEMENT:

Hannah Slocombe Senior Operations Executive +44 (0)20 7921 8166 E: medtec-operations@ubm.com

2-2 EVENT MANAGEMENT & SALES ENQUIRIES:

Chris Edwards Event Director +44 (0)20 7921 8602 E: chris.edwards@ubm.com

Jason Moss Sales Manager +44 (0)20 7560 4491 E: jason.moss@ubm.com

2-3 MARKETING & PUBLIC RELATIONS:

Genie Powers Senior Marketing Manager +44 (0)20 7560 4494 E: genie.powers@ubm.com

Suzanne Saunders Senior Web & Content Marketing Executive +44 (0)20 7560 4457 E: suzanne.saunders@ubm.com

2-4 ADMINISTRATION:

Douglas Read Portfolio Support Manager +44(0)20 7560 4056 E: douglas.read@ubm.com

2-5 OFFICIAL CONTRACTORS:

ACCOMMODATION

<http://www.medteceurope.com/ireland/info/accomodation>

AUDIO VISUAL

Keady Communications T: +353 91 561 717 E: keady@iol.ie

DRAWING APPROVALS (SPACE ONLY)

AbraxysGlobal T: +44(0)208 747 2045 E: medtec-ireland@abraxys.com

EXHIBITOR & CONTRACTOR BADGES AND VISITOR DATA CAPTURE

N200 W: www.n200.com E: medtecmarketing@ubm.com

STAND BUILDER, ELECTRICS, FURNITURE & GRAPHICS

Joe Ryan T: +353 872 255 937 E: ryandisplay@eircom.net

RADISSON BLU GALWAY (CATERING)

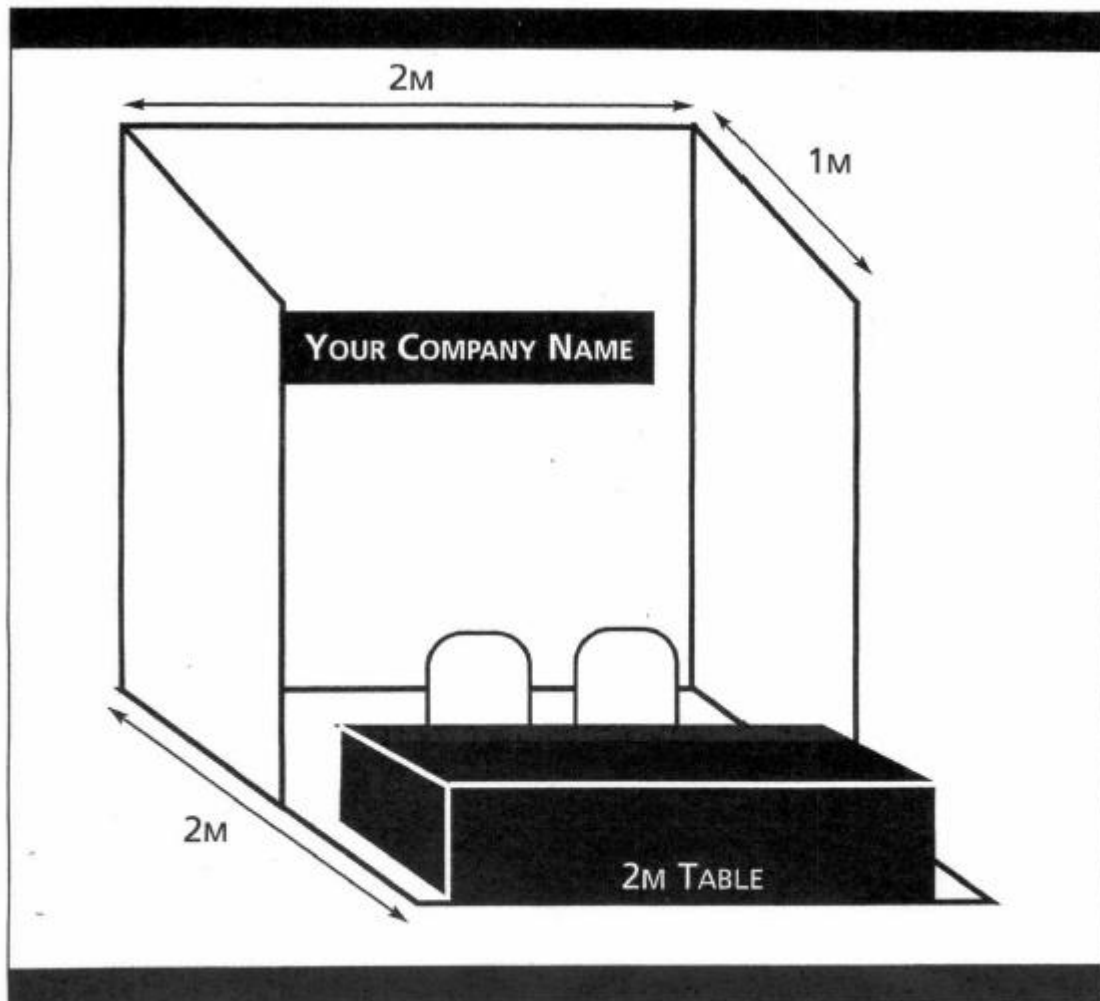
Christine O'Brien T:+353 91 538 300 E: Christine.obrien@radissonblu.com

3. Shell Scheme Stand Information

Shell Scheme stands include the structure, walling and fascia nameboard sign. Each stand also has a table, two chairs and an electrical socket.

The main structure is made of metal components which interlock to create the framework of the stand, in between the framework are foamex panels.

Please see below visuals of a Shell scheme stand:



4. A – Z

4-1 Activities and Demonstrations

Please complete the Stand Activity form to inform us of any demonstrations you may be holding on your stand.

Exhibitors should not engage in any activity or employ any purpose or device that tends to create unreasonable congestion in the gangways. Demonstrations should be planned to take place in the centre of the stands to give room for an audience. Where a demonstration is causing unreasonable congestion in the gangway which is either an emergency gangway, or is detrimental to the environment of surrounding exhibitors, the Organisers reserve the right to curtail the activities on the stand.

Any exhibitor wishing to operate machinery or carry out mechanical demonstrations on their stand must ensure that a Risk Assessment is carried out and that these practices constitute no fire or safety hazard, nor interfere with the activities of visitors and exhibitors.

All moving parts must be effectively guarded and controls situated beyond public reach. The Organisers reserve the right to curtail any practice, which they consider dangerous or detrimental to the show.

All seating for the public should be strictly contained within your stand area and comply with the current local regulations.

Exhibitors must advise the Organisers if they intend to offer any massage, therapy or similar services on the stand, as special licences may be required from the Local Authority.

Exhibitors running films/video back projectors with commentary or any form of presentation are reminded that sound must be kept to a reasonable low level. This level will be monitored within the exhibition area. If it is found that you are exceeding this, the stand manager will be informed. If you receive three warnings and do not reduce the sound on your stand, UBM reserves the right to disconnect the power to your stand.

Failure to comply with this noise level may result in a fine, enforcement notice or injunction under the Environment Protection Act 1990 and the Control of Pollution Act 1974. All audio speakers must be facing inwards on the stand and not facing the gangways.

Cooking on stands is not permitted without specific permission from the Organiser's and all relevant Health and Safety documents must be submitted.

If, on request, you are unable to produce a Risk Assessment for the activities on the stand, all demonstrations must cease until a Risk Assessment has been completed to the satisfaction of the Organiser. In the case of dispute the decision of the Organisers and its appointed representatives is always final.

4-2 Animals

Animals are not allowed in the exhibition halls for the duration of the tenancy with the exception of registered assistance dogs. During the build-up and breakdown period no animals will be allowed on site if it is deemed unsafe. At all times the Organisers decision is final.

4-3 Badges & Passes

No one will be permitted into the exhibition hall during build-up, open period or breakdown without the appropriate pass.

Exhibitor Badges: Every member of your staff who will be working on your stand requires an exhibitor badge. These badges must be worn on site at all times during the open period of the exhibition.

For ease we ask all exhibitors to pre order their exhibitor badges using the following link:
<https://registration.n200.com/survey/3ocdncbtewat4>

Contractor Passes: Every contractor working on your stand requires a contractor's badge. These badges must be worn onsite at all times during the build and breakdown period of the exhibition.

For ease we ask all exhibitors to pre order their contractors badges using the following link:
<https://registration.n200.com/survey/1hllgyuwlrh8g>

Police Checks: Please be aware that our events are subjected to random checks by the local police to ensure that all persons working on site are eligible to be working. Also note that contractor badges will be subject to random checks and proof of identity will be required.

4-4 Balloons

Exhibitors using gas filled balloons on their stands must adequately secure them to their stand. Charges will be levied for any costs incurred for repairing damage to the air handling units within the halls due to gas filled balloons being drawn into the units from their stands, and for removing balloons from the roof structures.

Balloons must be positioned at a height no greater than 4m (height restrictions permitting) from the hall floor to the top of the balloon & hang only over your own stand. All helium gas cylinders must be removed from the halls once the balloons have been filled and the use of flammable gases is not permitted.

4-5 Canvassing

Exhibitors may only conduct business and distribute literature from within the boundaries of their own stands. Under no circumstances may activities spill into gangways – this includes the use of promotional staff or characters. If you are approached on your stand by unwelcome visitors trying to sell their products, please take a business card and inform the Organisers Office immediately so that appropriate action can be taken.

All exhibitors are advised that unless they have a contractual agreement with the event organisers, all promotional activity is restricted to the limits of their stand. For details of opportunities available in the halls, please contact the Sponsorship Manager:

Jason.moss@ubm.com

4-6 Catalogue

These can be collected from the entrance to the exhibition, within the registration area.

4-7 Catering

Please refer to the E Guide for further information on acceptable sample sizes.

http://www.aeo.org.uk/Content/eGuide/3_34/

4-8 Children

Local Authority regulations prohibit the presence of children under 16 in the halls during build up and breakdown. Children will be refused access under all circumstances, and there will be no alternative facilities provided.

The exhibition is a trade event and the nature of the exhibits during the open period will reflect this, as such it is not a suitable environment for children. There are no crèche facilities at this event.

4-9 Cleaning

Stands will be cleaned daily during the show open period. However, please note that this does NOT include the cleaning of actual exhibits.

Please dispose of any wine/liquids so as to avoid spillage and damage to the carpets.

Waste materials should not be abandoned on-site or deposited into the venue waste disposal containers and skips without their prior agreement; there may be a charge for this service. Please note that any waste left in the halls will be charged to the exhibitor.

4-10 Deliveries

Please note that neither the Organiser nor the Venue can accept responsibility for items that require a signature – you must ensure that there is someone available on your stand to receive such items. Deliveries can only be made during the official build-up and open period. Please note that many courier companies do not deliver on weekends.

Contact Name

Exhibiting Company Name

Stand Number

Medtec Ireland

Radisson Blu Hotel & Spa Galway

Lough Atalia Road

Galway

IRELAND

The unloading and placing of exhibits on stands is the exhibitors own responsibility. Our official lifting contractor, DB Schenker, is experienced in exhibition work and will be pleased to help with any queries regarding handling.

PLEASE NOTE THAT THE VENUE WILL NOT ACCEPT ANY DELIVERIES MADE PRIOR TO THE START OF TENANCY. Please ensure that you advise your couriers to deliver when you are onsite and available to accept and sign for them yourself.

4-11 Equalities Act

Please note that all exhibitors are expected to comply with the Equalities Act as far as is reasonably practical.

4-12 First Aid

The First Aid point is located at the hotel reception desk.

4-13 Floral

Artificial plants and flowers must not be used for stand dressing. Only real and silk type flowers can be used - silk type flowers must be marked to indicate conformity to BS 54387.

4-14 Gangways

There will be no off-loading of exhibits or stand fitting materials into the gangways under any circumstances.

Emergency gangways **MUST** be kept clear at all times and anything left in any gangway will be deemed as rubbish by the cleaners and removed.

4-15 Gratuities

Appointed contractors will carry out all work in good time and you should not be asked for any sort of gratuity to obtain priority service. If monies are solicited, please inform the Organisers immediately.

4-16 Insurance

A synopsis of the insurance policy issued by UBM is contained in the Insurance coverage information via the above link. If you have opted out, you must provide a copy of your insurance policy and be insured for Public Liability to a minimum level of £2,000,000.

Any loss or damage that may occur during the show should immediately be notified to the Organisers and Security on-site. Please note that Exhibitor insurance policies do not cover stand contractors and any subsequent sub-contractors, and as such contractors are now required to submit proof that they have adequate insurance cover.

We recommend that contractors erecting complex structures should have a minimum of £5 million public Liability and also must be able to provide proof of Employer Liability insurance. Contractors erecting standard structures should have a minimum of £2 million Public Liability and also must be able to provide proof of Employer Liability insurance. For further information on what constitutes a complex structure, please read the stand fitting regulations in full.

All contractors insurance certificates must be submitted with the stand plans to International Select Events for a full compliance notice to be issued.

4-17 Maintenance & Repair

Maintenance work to stands must be carried out between 0800 and 0900hrs, or after the close of show by prior arrangement with the Organisers. No maintenance will be permitted during the open hours.

4-18 Parking

All Medtec Ireland exhibitors staying at the hotel will be charged €5 per night (24 hours) payable to reception who will “swipe” their card. They can then exit the car park without going to the pay station in the car park.

Medtec exhibitors not staying at the hotel will be charged €2.40 per hour (50% discount offered to all attendees). Take your parking ticket to reception to get your card stamped for discount.

The signage on the car park advertises car parking for €2.40 per hour and guests take a card upon entry. When finished for the day, guests should go to reception where a clicker will be used to “stamp” their ticket. Guests then go straight to the pay machine in the car park and it will then charge them €1.20 per hour.

4-19 Public Address System

The public address system is for use by the Organisers and Authorities only. During the open period only official and emergency messages will be broadcast.

4-20 Removal of Exhibits

Exhibitors are reminded that this is a trade exhibition and therefore product may not be taken out of the show before show closes. All visitors leaving the building with product must have the correct documentation for this. Please note that anyone vacating the building with product during open hours will always be questioned by security.

4-21 Security

The Organisers have arranged for 24 hour security guards to patrol the exhibition. However, exhibitors should remember that exhibition halls are vulnerable places and should take appropriate precautions against theft.

Any incidents of theft must be reported to the Organisers immediately as it will be necessary to complete a security form and report the incident to the police.

Please note that most hired cabinets have common locks and should NOT be regarded as secure units.

Please note that neither the Organiser's nor the venue can be held responsible for any loss or damage to stands or exhibits.

5. Safety & Security

5-1 UBM Policy Statement

As Organisers, it is UBM's policy to manage the show in accordance with current legislation, best industry practices and UBM's own health and safety standards. This section of the manual has been produced to provide exhibitors with clear, simple suggestions for understanding and implementing a suitable and sufficient safety management programme to comply with Health & Safety procedures.

Health and safety at our event is a key priority and we are sure that as responsible exhibitors, you will also strive to secure the health and safety of all those working with you and those who may be affected by what you do.

We see this as a partnership – working safely together, we can strive to ensure we protect everyone who visits this venue for the duration of Medtec Ireland.

As an employer, you should appoint someone competent to help you meet your health and safety duties. A competent person is someone with the necessary skills, knowledge and experience.

We strongly recommend that you take competent advice to help you plan the best way to manage your on-site Health & Safety in conjunction with your stand planning. This support should help you to identify and manage the health and safety risks posed by the activities you undertake to build, operate and break down your stand in accordance with health and safety legislation. Further guidance on this is given within this manual.

As part of our commitment to safety, we ask you to complete a Risk Assessment.

All exhibitors must complete a Risk Assessment (RA) which covers the activities taking place on the stand during the event. This does not need to be sent to us, although you must be able to produce it on site if called upon to do so.

We have templates available to help you, simply refer to the exhibitor responsibilities section and look for Exhibitor or Contractor Risk Assessment template. Please note that these examples are not a definitive guide to how this should be done, and should be used only as a starting point. For further assistance please contact your own companies' competent health and safety advisor.

5-2 Shell Scheme

Shell Scheme exhibitors need to identify the hazards present on-site and ways in which you will minimise and control these risks. If any of the activities below are planned you should complete the Activities and Demonstrations Form also:

- Any hazardous or moving exhibits on your stand
- Any live demonstration or event involving members of the public
- Any significant construction within your Shell Scheme
- Where your staff come into contact with other hazardous areas of the exhibition

5-3 Fire Precautions

Exhibitors must comply with the regulations of the Local Authority. All materials used for building, decorating and the covering of stands must be flame proofed and the appropriate certificate confirming this, available for inspection on request.

The organisers will provide the appropriate number and type of fire extinguishers. Exhibitors should ensure that they are aware of their location and that of the fire exits in the halls. In the event of a fire, alert the show organiser's office, giving the location and nature of the incident, calmly notify adjoining exhibitors of the situation. If safe to do so, tackle the fire with the appropriate fire extinguisher.

Some stands will be provided with a fire extinguisher (water type) for the duration of the show, by the venue Fire Officer – it must not be removed. Exhibitors should ensure that at least two of their stand contractors and staff are aware of how to use these extinguishers and of the location of the fire exits and alarm points within the halls.

Any exhibitor, who requires a special type of fire extinguisher because of the nature of their exhibits, must make their own arrangements.

If you are exhibiting anything that involves fire, a naked flame or a risk of fire you must submit a separate Fire Risk Assessment for your stand.

5-4 Helpful safety check:

Actions	Done: Yes/No
Have you submitted your stand design (space only) which meets our stand build safety criteria?	
Have you completed a suitable and sufficient health and safety risk assessment to cover all the activities you are undertaking at this event (including build up and breakdown)?	
Have your appointed contractors (and any subcontractors) completed their own health and safety risk assessments?	
Have you shared details of the risks and controls identified in the relevant risk assessments with all your event staff and contractors?	
Have you planned your time during build up and breakdown to allow safe working practices to be used?	
Have you shared details of emergency procedures related to this event with all your staff?	

5-5 Chemical substances

Under control of hazardous substances legislation (COSHH), the use of all hazardous substances is prohibited without conducting a risk assessment and obtaining written approval from the organiser. Applications should be accompanied by the COSHH assessment which should include:

- identification of substances being used
- who may be affected by exposure to the substances (including others working and/or visiting the area)
- how they may be affected by the exposure
- what precautions will be taken to protect those at risk of harm (including people working on adjacent stands or in close proximity)

COSHH assessments should be submitted to the Organiser at least one month prior to the exhibition.

5-6 Security

It is important to make constant checks of your stand to ensure that no unidentified packages, cases or bags have been deposited. If suspicions arise, do not touch the item but contact the Organisers Office or a nearby security guard immediately.

In the event of evacuation, and when leaving your stand each night, please ensure that:

- a) appliances are switched off
- b) you check your stand for potentially dangerous items.

5-7 Venue Emergency & Fire Procedures

If in the unlikely event of an emergency, the venue will announce via their tannoy system to evacuate the building.

Company I.D. Sign (Fascia)

Company I.D. Sign

One Company I.D. sign is included with each 2m x 2m stand. Each sign is 1m wide x 16.5cm high.

You must indicate the text you wish to appear on this sign by email no later than the **18th September 2015** to:

Joe Ryan Display & Exhibition Systems

ryandisplay@eircom.net

If this form is not received by the **18th September** your company name will appear as it is noted on UBM Canon UK's Contract for Exhibit Space.

(1m x 16.5cm)

(Exhibiting Company Name & Stand Number – no more than 22 characters)

(City & Country – no more than 22 characters.)

Electrical Order Form

NOTE One 13-amp (1kW max. loading) outlet is included with each stand.

Check here if you require additional electrical and describe below

I will also require a converter (autotransformer) – 30 VA max. load; Input: 220/240V, A.C. 50/60 Hz; Output: 110/120V, A.C. 50/60 Hz, including plug (45 euro plus VAT)

NOTE You must bring an adapter (for the plug) and a converter (for the current) if you plan to bring equipment from outside Ireland which requires electricity. You may order these items through Joe Ryan Display & Exhibition Systems in advance of the show by using this form. ADAPTERS / CONVERTERS WILL NOT BE AVAILABLE ON-SITE IF NOT ORDERED IN ADVANCE.

Exhibiting Company Name: _____

Stand Number: _____

On-Site Contact: _____

Address: _____

City / County / Post Code: _____

Telephone: _____

Email: _____

This form is due no later than 18 September 2015

EMAIL TO:

Joe Ryan Display & Exhibition Systems

ryandisplay@eircom.net

Miscellaneous Order Form

- Compressed Air
- Plasma Screens
- Graphics
- Furniture Items, ref availability

Requirement Details:

Exhibiting Company Name: _____

Stand Number: _____

On-Site Contact: _____

Address: _____

City / County / Post Code: _____

Telephone: _____

Email: _____

This form is due no later than 18 September 2015

EMAIL TO:

Joe Ryan Display & Exhibition Systems

ryandisplay@eircom.net

Medtec Ireland 2015

Health and Safety Declaration Form

DEADLINE: FRIDAY 25th SEPTEMBER 2015

Please complete this form and return to: medtec-operations@ubm.com

Company Name:	<input type="text"/>
Stand Number:	<input type="text"/>
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
Town:	<input type="text"/>
County:	<input type="text"/>
Postcode:	<input type="text"/>
Country:	<input type="text"/>
Contact:	<input type="text"/>
Telephone No:	<input type="text"/>
Email:	<input type="text"/>

FAILURE TO COMPLETE THIS DECLARATION WILL RESULT IN REFUSAL TO EXHIBIT

Every exhibitor, contractor, supplier and agent must comply with the Health & Safety at Work Act, etc, 1974 and its subordinate legislation. They must acknowledge the Health & Safety Policy Statement of UBM Live Health as outlined in the Health & Safety section of the manual and confirm that it will be complied with. Every exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others' health and safety are not put at risk by their actions (or in-actions) throughout the tenancy. It is also the responsibility of the exhibitor to ensure that their appointed contractors are aware of the Health & Safety issues applicable to this exhibition.

UBM, have appointed an independent Health & Safety Officer to cover the build up and breakdown of the exhibition, and in all cases the HSO's decision is final.

Please note that Exhibitor insurance policies do not cover stand contractors and any consequent sub-contractors, and as such contractors are now required to submit proof that they have adequate insurance cover. It is the Exhibitor's responsibility to ensure that any appointed contractors and agents have the relevant documentation.

We recommend that contractors erecting complex structures should have a minimum of £5 million public liability and also must be able to provide proof of Employer Liability insurance. Contractors erecting standard structures should have a minimum of £2 million public liability and must be able to provide proof of Employer Liability Insurance. For further information on what constitutes a complex structure please read the standfitting regulations in full.

All certificates must be submitted with the stand plans to AbraxysGlobal for a full compliance notice to be issued.

I/We have read and understood the Health & Safety section of this manual, and where necessary completed a Method Statement (for space only stands only) and a Risk Assessment*.

COMPLETED BY:	<input type="text"/>
COMPANY NAME:	<input type="text"/>
STAND NUMBER:	<input type="text"/>
POSITION IN COMPANY:	<input type="text"/>
CONTACT NUMBER ON-SITE:	<input type="text"/>

***All exhibitors must complete a Risk Assessment (RA) for the exhibition, which covers the activities taking place on the stand during the open period of the event. This does not need to be sent to us, although you must be able to produce it on site if called upon to do so. We have included a template to help you, simply click on the link to download and print the form. Any demonstrations must be detailed on the Activities & Demonstrations Form.**

Medtec Ireland 2015

Stand Activities and Demonstrations Form

You are required to notify the Organisers of any activities or demonstrations taking place on your stand at the exhibition. Please list all activities and demonstrations below, return to medtec-operations@ubm.com

Date for submission: Friday 25^h September 2015

<p>Will you be demonstrating any mechanical equipment on your stand?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give full details of what mechanical equipment is being used and who on your stand will be operating it:</p>
<p>Will you be providing free of charge beauty treatments or massage on your stand?</p> <p>Please note: The Local Authority require copies of all Beauty Therapists and Masseurs relevant qualifications at least one month prior to the exhibition.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give full details of what treatments are being offered and who will be providing them:</p>
<p>Approximate frequency of any demonstrations?</p>	<p>Please list timings of all demonstrations below:</p>
<p>At any point will audiences be invited to participate?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give full details of the activities the visitor will be required to perform below:</p>
<p>Will you have any celebrity guests? e.g. celebrity chef, TV personality, sports personality, etc</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete the information below:</p> <p>Celebrity name:</p> <p>Dates and times on your stand:</p> <p>Celebrity activity (i.e. hosting a prize raffle, book signing, etc):</p>
<p>Will you have a water feature on your stand?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give details below:</p>
<p>Have you ensured that all water features are treated for Legionella?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Have you ordered water & waste?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Will you be cooking on your stand?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Type of oven/ hob to be used in demo i.e. gas or electric?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, is please tick which type of oven/hob is being used: <input type="checkbox"/> Gas <input type="checkbox"/> Electric
Other activities taking place on your stand: Please tick as many applicable For guidance on all these subjects, please see the manual	<input type="checkbox"/> Alcohol sampling <input type="checkbox"/> Animals <input type="checkbox"/> AV <input type="checkbox"/> Award Ceremonies <input type="checkbox"/> Balloons <input type="checkbox"/> Children <input type="checkbox"/> Dangerous exhibits i.e. knives, weapons and tools <input type="checkbox"/> Food and drink sampling <input type="checkbox"/> Inflatable Structures <input type="checkbox"/> Laser products <input type="checkbox"/> Music <input type="checkbox"/> Naked flames and pyrotechnics <input type="checkbox"/> Objects of high value i.e. FA Cup <input type="checkbox"/> Performers <input type="checkbox"/> Product Presentations <input type="checkbox"/> Vehicles <input type="checkbox"/> Other, please give full details below:

Please note:

- Demonstration areas must be indicated on your stand plans and, where necessary must include soundproofing within the construction of this area
- All exhibitors must complete a Risk Assessment (RA) for the exhibition. This must cover all activities taking place on the stand during the open period of the exhibition. You must be able to produce your Risk Assessment on site if called upon to do so, this does not need to be sent to us prior to the exhibition, unless requested by the Organisers
- Failure to produce a Risk Assessment on request will result in all affected activity ceasing until a Risk Assessment has been completed to the satisfaction of the Organiser. Please be aware that spot checks will take place throughout the open period
- A step-by-step guide to Risk Assessments is available via the above link or for further assistance contact your own company Health & Safety Officer or from the HSE www.hse.gov.uk/contact
- This information may also be used to gain extra pre show publicity via your company. Please tick here if you do not wish for this information to be passed to the exhibition PR Manager

PLEASE REMEMBER TO RETAIN A COPY FOR YOUR RECORDS