FORM 1

Stand Activity & Product Information

The completion of this form is compulsory for <u>ALL</u> Exhibitors

Deadline: 8 January 2027

1. Please complete the contact information below:

Company Name	
Stand Number	
Onsite Contact	
Onsite Contact Mobile Number	
Email Address	

2. Please confirm who will be responsible for Health & Safety matters at the event:

Name	
Position	

3. Please check the relevant boxes below:

☐ **We have a shell scheme stand provided by the organiser. We have complied with the shell scheme stand requirements outlined in the manual.**

☐ **We have a space only stand. We have provided all documents.**

☐ **We understand and accept that we are not permitted to close off or otherwise obstruct any open side of our stand.**

☐ **We have read and understood the health & safety information within the exhibitor manual.**

☐ **We have read and understood the event schedule & deliveries & access information within the exhibitor manual.**

☐ **We have read and understood the health & safety Information within the exhibitor manual.**

☐ **I have public liability insurance (minimum liability cover of £2M). Copy sent with this form to rachel@rshevents.com**

4. Will you be having any of the following on your stand?

☐ **Background music**

☐ **Food & drink**

☐ **Product demonstrations involving microphones / sound amplifiers**

If you have ticked any of the boxes above, please provide details below:

5. If you are planning to have any of the activities below taking place on your stand, please bear in mind that they may be prohibited:

Balloons
Neon lights
Laser or high intensity lighting
Naked flames
Objects of high value (jewels etc.)
Performers

Yes ○ No ○

If Yes, please provide details below:

6. Will you be having any of the following exhibits on your stand?
Please check Yes and provide further information including product specifications / dimensions / weight where applicable.
Please also supply, as separate documents, manufacturers / product specifications where applicable

☐ **Heavy Items which require lifting via forklift**

☐ **Exhibits Which Require 24 Hour Power**

Please enter any further relevant information below:

Health and Safety declaration – all Exhibitors

The Health and Safety at Work Act 1974, incorporating CDM 2015

It is a condition of entry into the event that every exhibitor, contractor, sub-contractor, supplier and his / her agents comply with the Health & Safety at Work Act 1974 (HASAWA74) and all other legislation covering the venue. The exhibitor accepts that it is his/her legal and moral responsibility to ensure his/her own and others health and safety is not put at risk by their actions (or inactions) during the event.

To be completed and signed by a competent person as detailed in HASAWA 1974

Exhibitor	
Stand number	
Name	
Position	
Telephone	
E-mail	
Onsite contact name	Tel:

I can confirm that our stand staff will be sufficiently instructed and aware of matters relating to Health & Safety and their duty of care, in order to carry out their tasks competently and safely.

Site Induction – CDM 2015

By signing this declaration, I am confirming that all staff employed by, or contracted to, this company who wish to access the site during the build or break phases, will adhere to any and all site inductions and emergency procedures as detailed, either in advance, or upon arrival at the venue. For any queries, please contact Rachel Hall.

Signed		Print Name	

Date	

Thank you for completing this form.
Please save & return the saved copy to: rachel@rshevents.com