



Compulsory Exhibitor Stand Forms

Risk Assessment & Health And Safety Declaration - To be completed by **all** exhibitors

FINAL DEADLINE: Friday 7th October 2022

Please scan and email this form to exhibitors@smartershows.com

Company name:	Stand number:
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Stand Representative Details – **Please note this person will also be used for the emergency contact onsite**

Name:	Onsite Phone Number:
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Email:

Risk Assessment

Please specify if there are any potential hazards associated with your exhibitor stand:

If there are any potential hazards associated with your stand, you may be required to provide further details about how these are being controlled.

Working Machinery

QUESTIONS	YES	NO	COMMENTS
Do you intend on having any working machinery?			If yes, please specify further details:

Health & Safety

QUESTIONS	YES	NO	COMMENTS
Are you aware of any structural pillars within your stand space?			If yes, please ensure any electrical points remain accessible and do not block any other equipment located on/around the pillar.

As an exhibitor you accept that it is your legal and moral responsibility to ensure that yours and others' health and safety are not put at risk by your actions (or inactions) during the event.

By signing below, I am confirming the following:

- I am in possession of my company's health & safety policy
- I have checked that our main stand contractor (if applicable) has a suitable and sufficient health & safety policy for the event
- I have checked that our main stand contractor has provided sufficient training for his/her employees to carry out their tasks safely and competently for the event.

Signature:	Date:
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Stand Approval Request Form A - To be completed by any exhibitor who is ordering a stand package from the official contractor

FINAL DEADLINE: Friday 7th October 2022

Please scan and email this form to exhibitors@smartershows.com

Contact Details

Company name:	Stand number:
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By completing the below, I am confirming the following:

- We are aware that as exhibitors we are responsible for the compliance of the show management and venue rules and regulations as outlined in the online exhibitor manual.
- We are aware of the exhibition timetable and the times related to stand construction, opening hours and stand dismantling.

Please select one of the below to inform us of what stand you plan on having:

- ☐ We have ordered a stand package from the official contractor
- ☐ We are building our own stand (please fill out form B on page 3)
- ☐ We are building our stand using an external contractor (please fill out form B on page 3)

Our final proposed build height is (in meters):	m	Back wall:	m	Side wall(s):	m
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Our stand space dimensions are (in m):	Depth:	m	Width:	m	Total stand size:	sqm
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Are you planning to use truss / rigging or hang a banner?* YES ☐ NO ☐

If **yes**, have you contacted the official rigging contractor with full and detailed plans?

*Please take note of build rules concerning hanging banners and rigging. Any designs found to be non-compliant onsite will be asked to remove this item.

Declaration and Submission

Unless we are ordering a pre-fabricated stand, we are aware that we may only begin our construction when we have submitted a detailed sketch of our stand and have received written authorisation from the Organisers. This authorisation does not release us from the observance of the relevant rules & regulations, it only states that the Organisers have no objections in the context of stand design/arrangement. If requested to do so by the Organisers, we are obliged to immediately submit any additionally required information relating to our stand.

**By completing this form we are declaring that we are aware we may only begin our stand construction when we have submitted all the details requested on this form. We understand that this is not an order form and have submitted our order via the appropriate order form. This authorisation does not release us from the observance of the relevant rules and regulations, it only states that the organisers have no objections in the context of stand design/arrangement. If requested to do so by the organisers, we are obliged to submit any additionally required information relating to our stand. We have noted the load capacity of the hall floor and the hall build height restrictions as outlined in the exhibitor manual.

Signature:	Date:
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Stand Approval Request Form B - To be completed by any exhibitor who is building their own stand, or using an external contractor to build their stand.

FINAL DEADLINE: Friday 7th October 2022

Please scan and email this form to exhibitors@smartershows.com

I confirm we have completed the Risk Assessment/Health & Safety form

☐ **COMPULSORY**

Company name:	Stand number:
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- ☐ We are building our own stand
- ☐ We are building our stand using an external contractor

Details of external contractor:

Company name:	Contact Name:
Telephone:	Email:

Stand Plans:

Our stand space dimensions are (in meters):

Depth: m

Width: m

Total stand size: sqm

Our final proposed build height is (in m):	
Back wall	m
Side wall(s)	m
We plan to erect walls on side(s)	

Are you planning to use truss or rigging?* YES ☐ NO ☐
If yes, have you contacted the official rigging contractor with full and detailed plans?

*Please take note of build rules concerning hanging banners and rigging. Any designs found to be non-compliant onsite will be asked to remove this item.

Detailed plans (compulsory) - All custom build stands must provide detailed plans to supplement these forms.

Please upload a sketch of your stand plans via the online Exhibitor manual or submit more detailed plans to: exhibitors@smartershows.com

Your sketch should clearly show the position of any partition walls you will be erecting between yourselves and your neighbours, the height of all structures exceeding 2.5m, and the position of any structural pillars that fall within your stand space.

Declaration and Submission

Unless we are ordering a pre-fabricated stand, we are aware that we may only begin our construction when we have submitted a detailed sketch of our stand and have received written authorisation from the Organisers. This authorisation does not release us from the observance of the relevant rules & regulations, it only states that the Organisers have no objections in the context of stand design/arrangement. If requested to do so by the Organisers, we are obliged to immediately submit any additionally required information relating to our stand.

**By completing this form we are declaring that we are aware we may only begin our stand construction when we have submitted all the details requested on this form. We understand that this is not an order form and have submitted our order via the appropriate order form. This authorisation does not release us from the observance of the relevant rules and regulations, it only states that the organisers have no objections in the context of stand design/arrangement. If requested to do so by the organisers, we are obliged to submit any additionally required information relating to our stand. We have noted the load capacity of the hall floor and the hall build height restrictions as outlined in the exhibitor manual.

Signature:	Date:
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