

# EXHIBITOR/PARTICIPANTS CHECKLIST

CILIP 2017 Conference  
5<sup>th</sup> – 6<sup>th</sup> July 2017  
University Place,  
University of Manchester

All exhibiting companies/participants are responsible for their staff, contractors, sub-contractors and visitors. Both on and around their stand from the first day of build-up through to the last day of breakdown.

**Shell scheme** exhibitors/participants must ensure that all individuals, companies, exhibits, special features and materials they bring to the Conference & Exhibition comply with; The Health & Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other legislation. This includes legislation covering the venue and all activities undertaken within or regarding the event. Exhibitors/Participants must ensure that due thought and consideration is given to their own and others health, safety and welfare throughout the event, and that their actions - or inactions - do not give rise to accidents, injuries or an unsafe working environment so far as is reasonably practicable.

**Shell scheme** exhibitors/participants *are* required to complete and return the Health & Safety Declaration form, by Monday June 12<sup>th</sup> 2017 but may not have to comply with point (b) unless featuring a hazardous exhibit/lifting operation, etc. Please ensure points (a) & (c) are completed. For both points please mark 'NO/ONLY LOW RISKS' clearly.

# EXHIBITORS/PARTICIPANTS CHECKLIST FOR HEALTH & SAFETY

## IMPORTANT: PLEASE READ AND FULLY UNDERSTAND YOUR EXHIBITION PARTICIPATION REQUIREMENTS

- o Identify who is responsible for Health and Safety during the build-up, open and breakdown phases for your company
- o Appoint a Health and Safety coordinator
- o Sign and return a copy of the attached Parts 1 & 2 Health & Safety Declaration Form attached by return. Please note that if this form is not signed and returned by the due date this could lead to possible delays or exclusion from the exhibition area for the set up and subsequently the participation of the event.
- o If employing a stand contractor, ask to see their contractors' Risk Assessment specifically designed for the unique exhibition environment. Ask for staff training record, accident statistics, take up references, ask to see proof of previous work standards - in short, satisfy yourself that your contractors are reliable and competent.
- o Produce a Risk Assessment for your activities on-site and a suitable Method Statement and submit these to Warwick Corporate Events Ltd along with your stand designs; Contact details can be found at the bottom of the form.
- o Provide suitable training and information to your staff and contractors regarding the on-site risks for them to understand and fulfil their responsibilities. *It is suggested that Health & Safety matters are covered in a pre-show briefing session.*
- o Plan your time during build-up and breakdown within the exhibitor access times. Often venues have tight turnaround times, we cannot offer nor guarantee extended access times to build your stand.
- o Review your findings after the show to discover areas, which need attention, where accidents occurred and take the appropriate action for the future.

Please fill out and return the Health and Safety Declaration by **Monday 12<sup>th</sup> June 2017** either by email to Abi on [exhibitionorders@wce.co.uk](mailto:exhibitionorders@wce.co.uk) or by fax 0845 351 0396

FAO Abi Grindling  
Warwick Event Services

Any queries please call Abi Grindling: 07803 396998

# 1. THE HEALTH & SAFETY DECLARATION

It is a condition of entry into the exhibition that every exhibitor, contractor, sub-contractor, supplier and their agents comply with all the requirements of the Health and Safety at work Act, etc 1974, The Management of Health and Safety at Work Regulations 1999 and all other legislation covering the venue and all activities undertaken within or regarding the event. The exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others' health and safety is not put at risk by their actions (or inactions) throughout tenancy.

Our Health & Safety representative on the stand will be:

Position	<input type="text"/>	Company (Exhibitor)	<input type="text"/>
Address	<input type="text"/>		
Postcode	<input type="text"/>	Fax	<input type="text"/>
Telephone (Inc. Mobile No.)	<input type="text"/>	Stand Number	<input type="text"/>

TO BE SIGNED BY A SENIOR PERSON WITHIN THE EXHIBITING COMPANY:

Authorised by.....  
Date.....  
Print:.....  
Position.....

{✓}

a) We are SHELL SCHEME only. We have trained and made our stand staff aware of the potential risks, present onsite and we will copy them in with the Safety Bulletin. Our exhibits, demonstrations and work practises cause NO HAZARDS to either ourselves or others onsite:

b) I have ensured that our principal stand contractor(s) has a suitable and sufficient Method Statement prepared for the show - and they have satisfied me of their competence to undertake the tasks required of them. Copy is enclosed.  
*(only applicable if employing a stand contractor)*

c) I will make available at *CILIP 2016* a copy of our own company's Health & Safety Policy and Risk Assessment. Our stand staff will be sufficiently instructed and trained in relevant matters in order to carry out their tasks competently:

## 2. PRINCIPAL STAND CONTRACTOR

If you are using a stand contractor they **MUST** submit their company H&S policy, risk & method statement for their build and include a copy of their Public Liability insurance with the return of this form.

### STAND CONTRACTOR

Company:

.....

Contact name: ..... Position: .....

Address:

.....

.....

Postcode: .....

Telephone: .....

Fax: .....

- o Please note that if this form is not signed and returned by the due date this could lead to possible delays or exclusion from the exhibition area for the set up and subsequently the participation of the event.
- o Please ensure that your contractors have, and operate to, a scheduled late working rota if applicable. Notify the organisers for all Late Working.

PLEASE REMEMBER TO TAKE A COPY OF THIS FORM FOR YOUR FILES!