



**WARWICK**  
EVENT SERVICES

EXETER  
25 Marsh Road,  
Lords Meadow Ind. Est  
Crediton,  
EX17 1EU

BELFAST  
The Europa Hotel  
Great Victoria Street  
Belfast  
BT2 7AP

T: 0845 351 0392  
E: enquiries@wce.co.uk

WWW.WCE.CO.UK

## **EXHIBITOR/PARTICIPANTS CHECKLIST**

**CILIP 2019**  
**3<sup>rd</sup> – 4<sup>th</sup> July 2019**  
**Manchester University**



All exhibiting companies/participants are responsible for their staff, contractors, sub-contractors and visitors 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, 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 with regard to the event ensuring 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.

All exhibitors/participants *are* required to complete and return the Health & Safety Declaration form. If contracting/instructing a different party to construct your stand and exhibits please ensure that you have completed point c in full. Please also ensure that you return section 2, The declaration of your contractor. Please also return along with this a stand plan detailing the equipment you will be bringing on site.



## 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. Return a copy **H&S policy, risk & method statement for their build and include a copy of their Public Liability insurance with the return of this form.**
- 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 in order 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.



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Please fill out and return the Health and Safety Declaration no later than **10<sup>th</sup> June 2019** by email to Bernard on [exhibitionorders@wce.co.uk](mailto:exhibitionorders@wce.co.uk)

**FAO Bernard Roddy  
Warwick Event Services**

Any queries please email Bernard on [exhibitionorders@wce.co.uk](mailto:exhibitionorders@wce.co.uk)

## 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 with regard to 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  Company (Exhibitor)

Address

Postcode  Stand Number

Telephone

Email Address



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

Authorised by.....

Date.....

Print .....

Position.....

Please tick all relevant boxes (✓)

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 this Safety Bulletin. Our exhibits, demonstrations and work practices cause NO HAZARDS and LOW RISK to either ourselves or others onsite:

b) I will make available at CILIP 2019 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 to carry out their tasks competently. I understand that I can be asked for a copy of my H&S documentation at any time whilst on site. I understand this must be in hard copy.

c) 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. Section 2 is also completed to complement this form.



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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: .....

- o Please note that if this form is not signed and returned by the 10<sup>th</sup> June 2019 along with the relevant documentation 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!