



FORM 1

HEALTH & SAFETY DECLARATION

(To be completed by all Exhibitors)

RETURN BY 20 JANUARY 2010 TO:

Viv Orchard Event Management Ltd
The White Lodge, Magna Carta Lane
Wraysbury, Middlesex TW19 5AF

Tel: +44 (0) 1784 482 860
Fax: +44 (0) 1784 482 975

HEALTH & SAFETY DECLARATION

It is a condition of entry into the exhibition that every exhibitor, contractor, sub-contractor, supplier and their agents comply with the Health & Safety at Work etc. Act 1974 and all other legislation covering the venue; and complete a Risk Assessment.

Space-only exhibitors should submit their Risk Assessments: for the Open period with this form; and for the build-up and breakdown period when sending in stand designs for approval.

Shell Scheme stands and SOG Exhibitors may be asked to submit theirs by the Organiser or the venue depending on planned activities.

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) during the Show.

Our Health & Safety representative on the stand will be:

Position: Mobile No:

Exhibiting Company: Stand No:

Email: Tel. No:

PUBLIC LIABILITY INSURANCE

Public Liability insurance is required by **ALL** exhibitors on site and evidence of this may be requested by the organiser on site. The organisers request a minimum cover of £2 million pounds. Please confirm that you have Public Liability Insurance:

(Please circle) YES / NO What is the level of your Public Insurance cover?

PARTICIPATION OR ACTIVITY ON STANDS

Please tick which activities are taking place on your stand:

- A display stand with no other activities
- Sampling and/or selling food or drink to visitors for consumption on-site
- No sampling, just selling food/drink for consumption off-site
- Moving demonstrations models, vehicles on stand

Please give details:

- Other activities taking place (i.e. bringing firearms on site)

Please give details (continue on a separate sheet if necessary):

.....

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

Authorised by: Date:

**PLEASE REFER TO THE 'HEALTH & SAFETY' SECTION OF THIS MANUAL
SPACE-ONLY EXHIBITORS MUST ALSO COMPLETE FORM 2**