



FORM 2

**CONTRACTOR DETAILS/
STAND PLANS**

(To be completed by Space Only Exhibitors)

RETURN BY 20 JANUARY 2010 TO:
Joanne Hickman, Viv Orchard Event Management Ltd
 The White Lodge, Magna Carta Lane
 Wraysbury, Middlesex TW19 5AF

T: +44 (0) 1784 482860
F: +44 (0) 1784 482975

All contractors at events organised by Brand Events History Ltd are expected to ensure that they provide a safe place and system of work. Successful safety management requires the commitment, involvement and co-operation of all those on-site at an event. Contractors have a legal duty under current Health & Safety Regulations with which they must comply with these requirements by law.

Exhibitor Details

Exhibiting Company: Stand No:
 Address:
 Post code: Tel. No:

If you intend to appoint your own contractors for the Show, please complete the details below:

Contractor Details

Stand Contractor: On-site Mobile:
 Address:
 Tel. No: Fax No:

Please include the following, with this form:

- 2 Risk Assessments**
 A full risk assessment identifying hazards and describing the controls in place, for the construction of the stand during build-up and breakdown; and a full risk assessment for the Open period of the show.
- Method Statement**
 A method statement showing who is responsible for the construction and dismantling of the stand, and how it will be constructed and dismantled.
- Stand Plans**
 Two sets of stand plans
- Copy of your Company Health & Safety Policy**
- Copy of your Public Liability Insurance Certificate**

**PLEASE REFER TO THE 'HEALTH & SAFETY' SECTION OF THIS MANUAL
 ALL EXHIBITORS MUST COMPLETE FORM 1**