

Return Form to:

**Hall 5**

Christina Yeap

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**Hall 6,7 and 8**

Chloe Cai

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Form

**13**

**(Mandatory for Raw Space booth only)**

**DEADLINE: 10 OCTOBER 2023**

Contact Name:	Stand No.	
Company (as on contract):		
Email address:	Phone number:	
Signature:	Date:	

**DETAILS OF CONSTRUCTION**

Responsible person	
Stand Details & Locations	
Access	
Erection & Timetable	
Stability	
Lifting	
Scaffolding	
COSHH	
Environment	
Services	
Safety Features	
Exhibits	
Dismantle	Booth dismantle MUST follow the build method in reverse, it is not permitted to smash down booths.

## GUIDELINES

### DETAILS OF CONSTRUCTION

Responsible person	The employee who will be responsible for the construction and breakdown of your stand.
Stand Details & Locations	The loadings, dimensions, location, unusual stand features.
Access	Details of entry point into the halls and the route to the final position.
Erection & Timetable	The sequence and schedule in which all the stand elements will be built, including alignment, electrical connections etc.
Stability	Method of ensuring adequate support of any stand element that requires cross bracing, with calculations and inspection certificate from an independent structural engineer.
Lifting	Outline the equipment that will be used, their capacities, weight, locations and floor loadings. Check the operative's current license or Certificate of Competence; check machines inspection certificate or maintenance record.
Scaffolding	Include details of temporary and mobile scaffolds, access towers and other work at height which you intend to carry out.
Control of Substances Hazardous to Health (COSHH)	Any proposed use of hazardous and toxic substances must be advised to the organizer and venue. Outline the protection provided for employees and workers on adjacent stands.
Environment	Consider any abnormal noise that may be present, or work which create dust or fumes. What ventilation and other control measures will be provided?
Services	Note where electrical work will be carried out, welding, gases, compressed air, water or waste services will be brought onto site.
Safety Features	Identify the safety equipment and precautions that you will be providing on-site, including protective measures that you will be implementing for all the above, and areas of risk as highlighted by your Risk Assessment.
Exhibits	Provide the organizer with any/all details which may present a risk to the public and/or the operator. How will this exhibit be delivered on to your stand? What machine guarding or other special requirements are there? What hazardous waste will be produced?
Dismantle	Booth dismantle MUST follow the build method in reverse, it is not permitted to smash down booths.