

# Compulsory Shell Scheme Declaration Form

Please complete this form and return it to your Customer Service Manager.

## Company Details:

Company Name:

Stand Number:

Contact Name:

Telephone Number:

Email Address:

## Construction Type:

Please note that we will build your entire stand with shell scheme walling.

### No Amendments Required

If none of the outlined activities below apply to your stand and you are using the shell scheme stand as provided, please tick the box and return the form only.

### Please Note:

The maximum height of any display items on your stand may not exceed 2400mm. Encroachment of exhibits outside of your stand footprint is strictly prohibited. If you intend to show any items above this height, please email your Customer Service Manager to request a stand type change to space only. We will do our best to accommodate your request however this is not guaranteed.

### Erection of Pop-up within your Shell Scheme

Please supply the following:

Dimensions of pop-up (W,H,D) :

Visuals/ Pictures:

(please email to your Customer Service Manager along with completed form).

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## On-site Contact Details of person erecting the pop-up:

Name:

Email:

Mobile Number:

### Other Construction Type

Please email your Customer Service Manager if you require a stand type change to Space Only so you can build your own stand. We will do our best to accommodate your request **however this is not guaranteed**.

### Other Construction Type

## Stand Activities:

Are you intending to carry out any of the following activities within your stand? (PLEASE TICK WHERE APPLICABLE)

Food Sampling

Beverage Sampling (containing alcohol)

Beverage Sampling (NOT containing alcohol)

SFX (Pyros, lasers, smoke machine, neon lights, high intensity lighting etc.) Dangerous Exhibits (knives, weapons, tools)

Inflatable Structures

Music (amplified sounds / speakers)

Live Animals

Vehicle Placement (not including during build up and breakdown, this is only if you plan to display a vehicle on your stand during the Show)

If you have ticked yes to any of the above, please provide further details below. We will be in touch shortly to request the relevant health and safety documents from you for review prior to approval.

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## Food and/or Beverage Sampling Further Information

If you are intending to have food and/or beverage sampling on your stand, please indicate all food storage and cooking equipment to be used below.

If you are not intending to sample, please move onto the Health and Safety Declaration section on the following page. Please note that if what you intend to showcase is NOT your product, it is unlikely this will be permitted. Additional forms are required to be submitted - please find the form on our 'company profile' page of the portal.

**Refrigerator(s) – you will need to order 24hr power through Creative Live.**

**Freezer(s) – you will need to order 24hr power through Creative Live**

**Cooking Hob(s)**

**Electric Oven(s)**

**Gas Oven(s)**

**Microwave(s)**

**Grill(s)**

**Other (Please specify below)**

## Health & Safety Declaration

**The Health & Safety at Work Act 1974, incorporating CMD 2015**

It is a condition of entry into the conference that every exhibitor, contractor, sub-contractor, supplier and his / her agents comply with the Health & Safety at Work Act 1974 (HASAWA74) and all other legislation covering the venue. The exhibitor accepts that it is his / her legal & moral responsibility to ensure his / her own and others health and safety is not put at risk by their actions (or inactions) during the conference.

Whilst submission is not mandatory, we strongly recommend submitting a copy of your Public Liability Insurance Certificate, which must be a minimum of £5m or equivalent in another currency, together with this completed Shell Scheme Construction and Declaration Form.

I can confirm that our stand staff will be sufficiently instructed and aware of matters relating to Health & Safety and their duty of care, in order to carry out their tasks competently and safely. We have completed a full Risk Assessment for the event (you are not required to submit a Risk Assessment or your Health and Safety policy however these must be available on the stand and to authorities if required).

**Site Induction – CDM 2015**

By signing this declaration, I am confirming that all staff employed by, or contracted to, this company who wish to access the site during the build or break phases, will have seen and understood the Venue Site Induction information, where available, and will comply with all requirements therein.

**Signed:**

**Print Name:**

**Date:**

Please complete this form and return it to your Customer Service Manager upon completion.