



WATER ON STANDS - ITEM OF SPECIAL RISK

FORM 13

Please return by **23rd August 2024** to:-

Jo Scotting

PATS 2024

Unit A2 Speldhurst Business Park

Langton Road

Speldhurst

Kent TN3 0AQ

Tel: 01892 862848 Email jo.scotting@impact-exhibitions.com

Exhibiting Company.....

Stand No.....Contact

TelEmail

24hr Contact (on stand to ensure control measures are being adhered to)

Name:.....Mobile Tel:.....

Item of Special Risk (eg fountain, mister, tank, pond)	Control Measures in place (eg water change, water treatment, pumps, signage) and how often required

Notification of Special Risk on stands at PATS 2024

Please ensure you read the following information carefully before submitting your **Form 13**. ***All forms must be submitted as soon as possible to the Organisers, for approval by the Venue, and no later than 2 weeks before the start of build-up.***

1. Exhibitors must advise the Organisers, in advance of the show, of the nature of any equipment or exhibit(s) for which a foreseeable risk is identified and is capable of generating an aerosol spray (eg. Fountain, whirlpool spa, humidifier etc) via Items of Special Risk Form. This form is an assessment of any source of risk, including a written scheme for prevention and what control measures are in place to reduce or remove the risk. This will then be sent to the venue in accordance with their regulations.
2. All equipment and/or exhibits are required to conform to HSE approved code of practice L8 'The control of Legionella Bacteria in Water Systems' (ISBN 0-7176-1772-6). By-laws of the relevant Water Authority must also be adhered to.
3. A nominated person on-site must be responsible for ensuring that suitable arrangements are in place to properly implement, manage and monitor, in accordance with the written scheme. Their contact details must be provided via this Form. It is strongly advised that records of the precautions taken are kept for at least 1 year after the show.
4. Water and water equipment shall at all times be used in such a manner as not to interfere with the safety of anyone in the venue. Arrangements for filling and subsequent removal of water must be agreed with the venue or the venue's official contractor. Under no circumstance can connections be made to fire hydrant points, nor should water be discharged onto the floors, into ducts or any other unauthorised part of the premises.
5. Please ensure you bring your own water plus a pump for emptying at the end of the show. For large amounts of water and permanent supplies to stands with drainage this will need to be ordered directly with the venue.
6. If you require a water and/or waste facility on your stand please contact TIC Stagecraft via the link within the exhibitor zone to discuss requirements.
7. You must inform the Organisers in advance of the show if you will be bringing any gas canisters to the Exhibition as arrangements will need to be made for their safe storage via the venue. Under no circumstances will canisters be permitted to be stored on or behind stands.
8. It is the responsibility of the Exhibitor to ensure they have taken out adequate insurance on their stand to cover all exhibits and displays.

Please note:- Unless you have booked a waste connection with Stagecraft then under no circumstances must any water be disposed of inside the venue. If you have a large amount of water on the stand you must book in with Stagecraft to empty this at breakdown. Water can also be carried and emptied by hand outside the halls in the designated area during breakdown.