

## FORM 1

### Stand & Product Information

The completion of this form is compulsory for ALL participants

Please return this information to Amanda Coomber Health & Safety Administrator  
[amanda.coomber@dimeevents.com](mailto:amanda.coomber@dimeevents.com)

**Deadline: 14th June 2024**

EDITABLE PDF  
 SIMPLY TYPE INTO FORM.  
 SAVE FILE. EMAIL SAVED FILE

**1. Please complete the Contact Information below:**

Company Name	
Stand Number	
Onsite Contact	
Onsite Contact Mobile Number	
Email Address	

**2. Please confirm who will be responsible for Health & Safety matters at the event:**

Name	
Position	

**3. Please check the relevant boxes below:**

- We have a **Shell Scheme** stand provided by the Organiser. We have returned **FORM 2** Compulsory Shell Scheme Construction Form & Health & Safety Declaration to Dime Events ([amanda.coomber@dimeevents.com](mailto:amanda.coomber@dimeevents.com))
- We have a **Space Only** stand. We have provided **FORM 3** & our Method Statement, Risk Assessment and Stand Plans to Dime Events for approval ([amanda.coomber@dimeevents.com](mailto:amanda.coomber@dimeevents.com))
- We have a **Vehicle Display** On Our Stand. We have read and understood the vehicle delivery timings & procedures and the regulations for vehicles within the exhibition hall (See Exhibitor Manual - Vehicle Displays)

**Form 1 Stand & Product Information  
COTS 2024**

- We have read and understood the Health & Safety Information within the Exhibitors Manual**
- We have read and understood the Event Schedule & Deliveries & Access Information within the Exhibitors Manual**
- We have completed our own Risk Assessment for the event & we have made all stand staff aware of the risks involved**
- We have checked our contractors risk assessments and public liability insurance (Applicable only to Space Only stand build or exhibitors using a third party stand contractor)**
- We have insurance to cover the event which includes £2 million public liability coverage. A copy of our insurance certificate has been submitted to Dime Events (amanda.coomber@dimeevents.com)**

**4. Will you be having any of the following on your stand?**

- Background Music**
- Food & Drink**
- Product Demonstrations involving microphones / sound amplifiers**

**If you have ticked any of the boxes above, please provide details below:**

5. Will you be having any of the activities below taking place on your stand?

- Live Animals
- Balloons
- Dangerous Exhibits (knives, weapons and tools)
- Inflatable Structures
- Neon Lights
- Laser or High Intensity Lighting
- Naked Flames
- Objects of High Value (jewels etc)
- Performers
- Music

Yes     No

If Yes, please provide details below:

6. Will you be having any of the following exhibits on your stand?

Please check Yes and provide further information including product specifications / dimensions / weight where applicable.

Please also supply, as separate documents, manufacturers / product specifications where applicable

- Water Features / Water Tank(s) / Water Exhibit
- Vehicle Display
- Heavy Items which require lifting via forklift
- Temporary Structures i.e Containers
- Exhibits which require trailer delivery
- Exhibits Which Require 24 Hour Power
- Moving Machinery
- Exhibits which require temporary power to assist movement to stand

- Exhibits over 2.5m in height
- Exhibits which may require specialist lifting or movement e.g Hiab / Scissor Lift
- Exhibits which involve movement of water within the exhibit

**Thank you for completing this form.**

**Save As & Return The Saved Copy To: [amanda.coomber@dimeevents.com](mailto:amanda.coomber@dimeevents.com)**

**Please supply any additional information requested together with this form**