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FORM 3

CDM Space Only Stand Checklist

DEADLINE: 9th February 2024

EVENT NAME	Business Innovation, Hybrid Working, Communications Technology, Corporate Wellbeing - Expo's
EXHIBITING COMPANY NAME	
STAND NUMBER	
STAND FOOTPRINT DIMENSIONS	
PRINCIPLE CONTRACTOR DETAILS	
ONSITE CONTACT NAME	
ONSITE CONTACT NUMBER	
ARRIVAL & COMPLETION TIME & DATE	
CDM 2015 COMPLIANT?	

The following documents **MUST** be submitted by **9th February 2024** deadline, as stated in the Free Build Stand and Structure Information, in order to comply with HSE legislation and the CDM 2015 Regs. Please tick below to confirm your submission of information:

Full stand plans and visuals, showing all dimensions and elevations	
None generic Risk Assessment	
Method Statement and Event Project CDM Plan	
Public Liability Insurance (minimum cover £5m), which must be in date at the time of the event, and cover ALL days.	
Confirm that you will supply sufficient staff to comply with the tenancy build and break times as stated in the freebuild information	
Confirm that you have checked that your stand will fit in the footprint and that the height is acceptable	

Please also confirm the following structural stipulations

Max Stand Height	
You will supply a back wall to your stand, up to a minimum of 2.5m	
You would prefer to purchase a shell back wall	
You will dress down the back wall of your stand if higher, to 2.5m in a neutral colour. Please note that corporate branding is not permitted on walls which overlook the next exhibitor.	
Any storeroom doors will be fitted with a CLEAR vision panel – Frosted is NOT permitted	

CDM REGS 2015 CHECK LIST

I will provide an event project safety file	
I can confirm that all personnel will view the Space Only Induction as detailed in the Space Only Manual -Free Build Stand and Structure Information.	
I will provide suitable welfare for all staff on my Space site. This will include access to hot food and hot/boiling water and a suitable rest area	
I confirm that my space only site will become a separate construction under the auspices of the CDM Regulations 2015 and that I will have sole responsibility for the safe implementation and completion of the project within that area	

This exhibition is governed by the Rules & Regulations for Space Only stand design, construction and electrical distribution as stipulated in the AEO EGuide
 For further information please download the guide <https://www.aev.org.uk/resources/e-guide>

PRINT NAME:

Tick either client or contractor **CLIENT** **PRINCIPAL CONTRACTOR**

DATE:

Please complete and return by **9th February 2024** to

amanda.coomber@dimeevents.com