**A logo for a company

Description automatically generated**

**Please return to:**Livy Ellis **Montgomery**Tel: +44 (0)20 7886 3022  
Email: [livy.ellis@montgomerygroup.com](mailto:livy.ellis@montgomerygroup.com)   
**DEADLINE:   
FRIDAY 19 APRIL 2024**

**COMPULSORY HEALTH & SAFETY DECLARATION**

**To be completed by ALL exhibitors**

COMPANY:       STAND NUMBER:

CONTACT NAME:

EMAIL ADDRESS:

We accept our responsibilities as detailed in the Health and Safety Section of the Operations Manual, plus the Health & Safety at Work Act etc. 1974 and all other legislation covering the venue.

**Our principle H&S representative for the stand is:**

Name:       Mobile No:

**PLEASE COMPLETE THE FOLLOWING (as applicable):**

1. Our Company has a written **Health & Safety Policy**: select yes or no

(You do not need to submit this now but a copy must be available and provided if requested)

1. **SPACE ONLY EXHIBITORS**

I have / will appoint a contractor who is aware of their responsibilities under CDM.   
**OR**

I am building the stand myself and am aware of my responsibilities under CDM.

For more information visit [www.cdm4events.org.uk/index.php/contractors](http://www.cdm4events.org.uk/index.php/contractors)

1. ALL exhibitors must complete an **EXHIBITOR RISK ASSESSMENT** and send it to the Organisers.

**See in the email attached** there is alsoa template and more information on Risk Assessments. The Organisers do not approve Risk Assessments but require copies to make available to the authorities if required.

**I have attached our Exhibitor Risk Assessment.** select yes or no

**CAR PARKING REQUESTS ON THE NEXT PAGE**

**EXHIBITOR CAR PARKING ORDER FORM**

|  |  |  |
| --- | --- | --- |
| **OPEN PERIOD – Exhibitor Car Parking Pass** | | |
| The Organisers have been issued with a **limited** number of complimentary car parking passes which are valid for the Open Period. These passes will be allocated according to the total square meterage contracted by each exhibitor for the event, and on a first come first served basis. | | |
| **Car Park Tickets WILL NOT be reserved automatically**. Please complete the below before the **19th April**. **Tickets not requested by 19 APRIL will be reallocated.** | | |
| Please tick below to claim your allocation | | |
| **Total Square Metres** | **Number of Passes** | **TICK HERE** |
| 0 – 15 Square Metre | ONE Complimentary Pass |  |
| 15.1 – 30 Square Metres | TWO Complimentary Passes |  |
| 30.1 – 60 Square Metres | THREE Complimentary Passes |  |
| 60.1 - 100 Square Meters | FOUR Complimentary Passes |  |
| 100 – 200 Square Metres | SIX Complimentary Passes |  |
| 200 - 300 Square Metres | EIGHT Complimentary Passes |  |
| 300 + Square Metres | TEN Complimentary Passes |  |
| *Lost or forgotten tickets* ***cannot*** *be replaced.*  **Tickets will not be posted and will be distributed as part of the welcome pack from one of the FIT Show team. Alternatively, you can collect them from the organiser’s office on the first day of the show. Any tickets not collected by this time will be reallocated.** | | |

**Retain copy for your files.**

Should you require any of your requested allocation to be in the disabled car parking, please email [Livy Ellis](mailto:livy.ellis@montgomerygroup.com) today so she can arrange this for you as a ticket is needed prior to your arrival.

*Failure to display the passes when exiting the car park will incur parking charges of £16.00 per day.*

**Return this form ASAP to** **livy.ellis@montgomerygroup.com**