

please complete and return this form to:

**Slide 2012**  
3 Coalhill  
The Shore  
Edinburgh EH6 6RH  
tel. 0131 555 3820  
fax. 0131 553 7488



The basis of the contract is section 9.0,  
the general terms of contract for order  
forms

**Please retain a copy for your reference  
and files.**

Your company name, address:

**Date form sent** \_\_\_\_\_

**Signature**  
\_\_\_\_\_

## Health & Safety

(To be completed and returned by ALL exhibitors)

One copy of this form to be returned by 23 December 2011

It is a condition of entry that every Exhibitor, Contractor, Supplier and their agents comply with Health and Safety legislation (HASAWA74) and all regulations relating to Telford International Centre. The exhibitor accepts that it is their responsibility to ensure that their own and others' Health and Safety is not put at risk by their action (or inactions) throughout tenancy. Each exhibitor must name their staff member who is responsible for the Health and Safety aspects of their stand/staff throughout the exhibition.

Health & Safety representative on the stand is (name): \_\_\_\_\_

Position within company: \_\_\_\_\_

Mobile Telephone/Stand Telephone Number: \_\_\_\_\_

**a) We have a **shell scheme** stand. We have trained and made all our staff aware of the potential risks on site and will advise them of any additional safety information supplied. Our exhibits, demonstrations and work practices cause No Hazards to ourselves or others on site.**



**OR**

**b) We have a **space only** stand. The principal contractor/person responsible has undertaken a specific risk assessment for this event in accordance with HASAWA74 and has trained and notified his staff and sub-contractors in all areas of risk. Our principal contractor/ person responsible has a suitable Method Statement prepared for the show - and has satisfied me of his competence to undertake the tasks required.**



I will make available at Slide a copy of our own company's Health and Safety Policy and Risk Assessment. Our stand staff will be sufficiently instructed and trained in matters in order to carry out their tasks safely and competently.

Signed: \_\_\_\_\_

Name in block capitals: \_\_\_\_\_

Date: \_\_\_\_\_

All space only exhibitors (and any shell scheme exhibitors who believe that any hazards may exist) should submit a risk assessment to the Organisers by 23 December 2011 (see sample risk assessment in section 7). Any complex space stands (see 6A.7 for definition) **must** complete the Submission of Plans form along with plans, risk assessment, method statement and any other relevant documents.