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|  | **Health and Safety Declaration**  Please return this form alongside the required paperwork to [**s.roders@closerstillmedia.com**](mailto:s.roders@closerstillmedia.com) |

Must be completed by ALL exhibitors **Deadline: Wednesday 13/11/2024**

**PLEASE NOTE: FAILURE TO COMPLETE THIS DECLARATION**

**WILL RESULT IN REFUSAL TO EXHIBIT**

Every exhibitor, contractor, supplier, and agent must comply with the Health & Safety at Work Act and its subordinate legislation. Every exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others' health and safety are not put at risk by their actions (or in-actions) throughout the tenancy. It is also the responsibility of the exhibitor to ensure that their appointed contractors are aware of the Health & Safety issues applicable to this exhibition.

Please note that Exhibitor insurance policies do not cover stand contractors and any consequent sub-contractors, and as such contractors are now required to submit proof that they have adequate insurance cover. It is the Exhibitor's responsibility to ensure that any appointed contractors and agents have the relevant documentation.

We recommend that contractors erecting complex structures should have a minimum of £5 million public liability and also must be able to provide proof of Employer Liability insurance. Contractors erecting standard structures should have a minimum of £2 million public liability and must be able to provide proof of Employer Liability Insurance. For further information on what constitutes a complex structure please read the stand fitting regulations in full.

All certificates must be submitted with the stand plans for a full compliance notice to be issued.

1. Please confirm that you have read and understood the Health & Safety section of this manual, and where necessary completed a Method Statement (for space only stands only) and a Risk Assessment\*.

* **I confirm**

**2. Please complete the information below:**

Show Name: Online Educa Berlin 2024

Company Name:

Stand Number:

Room:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode:

Country:

Contact:

Tel No:

Fax No:

Email:

Mobile Number (Onsite Contact):

All exhibitors must complete a Risk Assessment (RA) for the exhibition, which covers the activities taking place on the stand during the open period of the event. This does not need to be sent to us, although you must be able to produce it on site if called upon to do so. Failure to produce a Risk Assessment on request will result in all affected activity ceasing until a Risk Assessment has been completed to the satisfaction of the Organiser. We have provided a template in the manual to help you.

However, if you have booked a Space Only Site, whoever is building the stand - either you or a contractor - will need to submit a detailed RA to cover the build and breakdown, together with a Method Statement, when submitting the stand drawings for approval.

Demonstration areas must be indicated on your stand plans and, where necessary must include soundproofing within the construction of this area

3. You are required to notify the Organisers of any activities or demonstrations taking place on your stand at the exhibition.

**Please tick all activities and demonstrations below that apply.**

* Animals
* AV
* Award Ceremonies
* Balloons
* Beauty Treatments
* Celebrity Guests
* Children (Written permission must be granted, under 16s are not permitted during build up and breakdown)
* Cooking
* Dangerous exhibits i.e. knives, weapons and tools
* Food and Drink
* Inflatable Structures
* Laser Products
* Mechanical Equipment
* Music
* Naked flames and pyrotechnics
* Objects of high value i.e. FA Cup
* Performers
* Placebos
* Product sampling
* Seminars
* Vehicles
* Water and Waste
* Water feature
* None
* Other (Please Specify)

4. Please provide any further information regarding your stand activities in the box below:

There are no special activities happening on our stand. We will just be having conversations with potential customers.