|  |  |
| --- | --- |
| A group of buildings and a bridge  AI-generated content may be incorrect. | VASBI STAND SET UP DETAILS FORM  TO BE RETURNED BY 1/9/25 via [info@vasbi.org.uk](mailto:info@vasbi.org.uk) |

**Please complete the details of the person setting up for the Conference**

|  |  |
| --- | --- |
| **Company Name** |  |
| **Contact Full Name** |  |
| **Email Address** |  |
| **Telephone** |  |
| **Notes/anyone assisting or details of a Courier** |  |

**Please complete the exhibition stand section below**

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| --- | --- | --- |
| **PLEASE NOTE:** the exhibition is **SPACE ONLY** not shell scheme so you are expected to provide your own pop up stand or pull up banner(s). The space is 2m x 1m and comes with a clothed trestle table, 2 chairs and access to standard power and Wi-Fi. | | |
| **ITEM** | **Option 1** (delete as applicable) | **Option 2** (delete as applicable) |
| **Time of Setup** | Night prior from 18:45 – 20:45 | Event morning from 7am-8am |
| **Method of Arrival** | Courier | Bringing items yourselves |
| **Is access to the loading bay required** | No they are hand carried items | Yes my items are large and wont fit in a standard lift |
| **Power** | Access to 2 standard power sockets via an extension cable INCLUDED | We need access to a larger capacity connection ie 3 phase power – THIS WILL BE CHARGABLE |
| ***If you are having anything else other than printed materials, standard giveaways and laptops on your stand please specify here*** |  | |

**Exhibitor’s Responsibilities**

An exhibition stand is a workplace covered by health and safety legislation. As the exhibitor, it is your responsibility to ensure that a suitable and sufficient risk assessment is completed.

Failure to do so could lead to delays or ultimately the closure of your stand.

The questions below is for a simple table top or shell scheme exhibition stand that does not require any structural approval from the organiser or the venue. More complex stands will require a more detailed risk assessment and if you are in any doubt you should contact the organiser.

|  |  |  |
| --- | --- | --- |
| **Type of Stand** (delete as applicable) | | |
| Pull up banner/s | Curved pop up stand  (NOTE max width 2m) | Hard Built stand |

|  |  |
| --- | --- |
| **Item** | **Accepting statement** |
| **For Basic Exhibition Stands (Pop Up Stands / Pull Up Banners)** | I confirm I have undertaken my own internal risk assessment for safe installation/removal and I have the supporting paperwork available on request. |
| **For Hard Built Stands** | I confirm I have undertaken a full risk assessment covering arrival, build, breakdown and departure and I attach the supporting paperwork. |
| **PAT Testing** | I confirm all electrical items I bring onto the stand are up to date PAT tested |

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| --- | --- | --- |
| **Does your stand include any of the following?** Please answer all questions: | **No** | **Yes - please advise details** |
| Lifting heavy products during the build-up/ breakdown |  |  |
| Working at height (using ladders) |  |  |
| Display of anything containing liquid fuel or flammable and explosive substances |  |  |
| Display of sharp objects, needles, weapons (even replica weapons) |  |  |
| Physical Demonstrations of any kind i.e Therapies, massaging |  |  |
| Working electrical appliances other than simple display lighting |  |  |
| Food service of any kind other than sweets, packet snacks and soft drinks |  |  |
| Heat source of any kind including cookery demonstrations, naked flame or gel burners |  |  |
| Working machinery of any kind even if static |  |  |
| Using power tools during the build-up / breakdown |  |  |
| Any other hazard not identified above which could be a risk |  |  |
| Specific details of any Medical Demonstrations |  |  |
| **Name of Person completing form** |  | |
| **Company** |  | |
| **Email** |  | |
| **Date of completion** |  | |