

# Compulsory Exhibitor Booth Forms

**Risk Assessment & Health And Safety Declaration** - To be completed by all exhibitors

**FINAL DEADLINE: FRIDAY APRIL 26, 2024**

Please scan and email this form to [exhibitors@smartershows.com](mailto:exhibitors@smartershows.com)

Company name:	Booth number:
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Booth Representative Details – **Please note this person will also be used for the emergency contact onsite**

Name:	Onsite Phone Number:
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Email:
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## Risk Assessment

Please specify if there are any potential hazards associated with your exhibitor booth:
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If there are any potential hazards associated with your booth, you may be required to provide further details about how these are being controlled.

## Working Machinery

QUESTIONS	YES	NO	COMMENTS
Do you intend on having any working machinery?			If yes, please specify further details:

## Health & Safety

QUESTIONS	YES	NO	COMMENTS
Are you aware of any structural pillars within your booth space?			If yes, please ensure any electrical points remain accessible and do not block any other equipment located on/around the pillar.

As an exhibitor you accept that it is your legal and moral responsibility to ensure that yours and others' health and safety are not put at risk by your actions (or inactions) during the event.

**By signing below, I am confirming the following:**

- I am in possession of my company's health & safety policy
- I have checked that our main booth contractor (if applicable) has a suitable and sufficient health & safety policy for the event
- I have checked that our main booth contractor has provided sufficient training for his/her employees to carry out their tasks safely and competently for the event.

Signature:	Date:
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## Booth Approval Form A - To be completed by any exhibitor who is ordering a show booth package

**FINAL DEADLINE: FRIDAY APRIL 26, 2024**

Please scan and email this form to [exhibitors@smartershows.com](mailto:exhibitors@smartershows.com)

### Contact Details

Company name:	Booth number:
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By completing the below, I am confirming the following:

- We are aware that as exhibitors we are responsible for the compliance of the show management and venue rules and regulations as outlined in the online exhibitor manual.
- We are aware of the exhibition timetable and the times related to booth construction, opening hours and booth dismantling.

Please select one of the below to inform us of what booth you plan on having:

- ☐ We have ordered a booth package from the official contractor
- ☐ We are building our own booth using an external contractor (please fill out form B on page 3)

Our final proposed build height is (in ft):	ft	Back wall:	ft	Side wall(s):	ft
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(Please note that if you wish to build to a height above 8ft, then you must complete & submit the booth approval request form)

Our booth space dimensions are (in ft):	Depth:	ft	Width:	ft	Total booth size:	ft
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Are you planning to use truss / rigging or hang a banner?* YES <input type="checkbox"/> NO <input type="checkbox"/>
If <b>yes</b> , have you contacted the official rigging contractor with full and detailed plans?

\*Please take note of build rules concerning hanging banners and rigging. Any designs found to be non-compliant onsite will be asked to remove this item.

### Declaration and Submission

Unless we are ordering a pre-fabricated booth, we are aware that we may only begin our construction when we have submitted a detailed sketch of our booth and have received written authorisation from the Organizers. This authorisation does not release us from the observance of the relevant rules & regulations, it only states that the Organizers have no objections in the context of booth design/arrangement. If requested to do so by the Organizers, we are obliged to immediately submit any additionally required information relating to our booth.

\*\*By completing this form we are declaring that we are aware we may only begin our booth construction when we have submitted all the details requested on this form. We understand that this is not an order form and have submitted our order via the appropriate order form. This authorisation does not release us from the observance of the relevant rules and regulations, it only states that the organizers have no objections in the context of booth design/arrangement. If requested to do so by the organizers, we are obliged to submit any additionally required information relating to our booth. We have noted the load capacity of the hall floor and the hall build height restrictions as outlined in the exhibitor manual.

Signature:	Date:
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## Booth Approval Form B - To be completed by any exhibitor who is using an external contractor to build their own booth

**FINAL DEADLINE: FRIDAY APRIL 26, 2024**

Please scan and email this form to [exhibitors@smartershows.com](mailto:exhibitors@smartershows.com)

I confirm we have completed the Risk Assessment/Health & Safety form

☐ **COMPULSORY**

Company name:	Booth number:
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☐ We are building our own booth using an external contractor

### Details of independent contractor (if applicable):

Company name:	Contact Name:
Telephone:	Email:

### Booth Plans:

Our booth space dimensions are (in ft):

Depth: ft

Width: ft

Total booth size: ft

Our final proposed build height is (in ft):	ft
Back wall	ft
Side wall(s)	ft

Are you planning to use truss or rigging?\* YES ☐ NO ☐  
If yes, have you contacted the official rigging contractor with full and detailed plans?

We plan to erect walls on	side(s)
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\*Please take note of build rules concerning hanging banners and rigging. Any designs found to be non-compliant onsite will be asked to remove this item.

### Detailed plans (compulsory) - All custom build booths must provide detailed plans to supplement these forms.

Please upload a sketch of your booth plans via the online Exhibitor manual or submit more detailed plans to: [exhibitors@smartershows.com](mailto:exhibitors@smartershows.com)

Your sketch should clearly show the position of any partition walls you will be erecting between yourselves and your neighbours, the height of all structures exceeding 2.5m, and the position of any structural pillars that fall within your booth space.

### Declaration and Submission

Unless we are ordering a pre-fabricated booth, we are aware that we may only begin our construction when we have submitted a detailed sketch of our booth and have received written authorisation from the Organizers. This authorisation does not release us from the observance of the relevant rules & regulations, it only states that the Organizers have no objections in the context of booth design/arrangement. If requested to do so by the Organizers, we are obliged to immediately submit any additionally required information relating to our booth.

\*\*By completing this form we are declaring that we are aware we may only begin our booth construction when we have submitted all the details requested on this form. We understand that this is not an order form and have submitted our order via the appropriate order form. This authorisation does not release us from the observance of the relevant rules and regulations, it only states that the organizers have no objections in the context of booth design/arrangement. If requested to do so by the organizers, we are obliged to submit any additionally required information relating to our booth. We have noted the load capacity of the hall floor and the hall build height restrictions as outlined in the exhibitor manual.

Signature:	Date:
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