

RISK ASSESSMENT

WHERE
EVERYONE
CONNECTS



Please complete the following form and return by **17 May 2019**.

Failure to do so will result in you not being able to exhibit.

If you have any queries, please email bizshowdevon@devonchamber.co.uk

**Please ensure this PDF is saved to your computer before completing the form.
This will allow all functions to work within the PDF.**

Name of Exhibitor	
Name of person preparing Risk Assessment	
Contact Email	Contact Telephone
Title	
Signature	Date Assessed

Please describe what you will be exhibiting:

Risk Assessment (please continue on a separate sheet if necessary)

HAZARD	PERSON AT RISK	CONTROL MEASURES

Fire Assessment (please continue on a separate sheet if necessary)

HAZARD	PERSON AT RISK	CONTROL MEASURES

If you have undertaken a risk assessment and exhibits, demonstrations and work practices cause minimal risk and no significant hazards to either you or others on site please tick **"NO RISK"** box.

Public Liability Insurance

Insurer Name		Policy Number	
Policy Expiry Date		Amount Covered (See point 4 on page 2)	£

PTO

TERMS & CONDITIONS



Please read the following very carefully.

By completing and signing the booking form you agree to adhere to and respect the Terms and Conditions set out in this document.

1. STANDS/PITCHES

Once you have chosen your stand, and paid your deposit, we will mark the position on the Devon Business Show website.

2. CANCELLATIONS

Any exhibitor that cancels a booked stand or pitch or, for whatever reason, fails to attend the Business Show, shall forfeit all fees paid and the organisers shall reserve the right to re-let such sites.

3. SETTING UP AND DISMANTLING OF EXHIBITS

Exhibitors are advised that the set-up time will be on 11th June for heavy equipment. Timings to be confirmed prior to the event. Exhibits must not be dismantled until 4.30pm on the day of The Business Show.

4. SECURITY, LICENSING AND PUBLIC LIABILITY ETC.

All exhibitors exhibit at their own risk. All exhibitors should ensure that they are adequately insured on the date of the Show for Public, Product and Employees Liability and should send a copy of the relevant document with their application form. All exhibitors must ensure that they have the necessary licence(s) to legally conduct their business on the day. **All Exhibitors must hold a Public Liability policy of insurance providing cover of at least £5,000,000, and this must be produced prior to the exhibition upon request. All Exhibitors are advised to effect their own insurance against all relevant risks.**

5. HEALTH & SAFETY

All exhibitors have a responsibility to ensure the health, safety and welfare of themselves and others. The organisers shall not be held responsible by any exhibitor or their staff/agents or members of the public for any injury or loss due to negligence or unsafe displays. All exhibitors are required to have carried out an assessment of the potential risks associated with their activities.

6. FIRE SAFETY EQUIPMENT

Exhibitors must provide fire safety equipment appropriate to their activities. In particular, all exhibitors that cook on site must have adequate fire-fighting equipment including fire blankets. The organisers shall not be held responsible for loss or damage of stock or equipment during the Business Show.

7. ELECTRICITY

Limited electrical supplies are available. Additional electricity must be booked and paid for on your application form. **Extension leads if required (from the supplied unit) are the responsibility of the exhibitor and are not available from the organisers.**

8. EQUIPMENT

Exhibitors may **NOT** bring their own generators onto site. All electrical equipment must be certified and have a current PAT certificate. The certificate should be brought with you on the day. **Please note that non PAT tested equipment cannot be used under any circumstances.** All gas equipment must be covered by a current gas certificate issued by a registered gas engineer. Please forward copies of PAT/Gas certificate(s) with your application form.

9. FIRE ALARM

If the fire alarm is activated await staff instructions and follow emergency access out of the building and congregate in the car park.



I have read the terms and conditions