This form will be used for all 2010 shows unless a new form is submitted before the next Toolfair/Elex your company attends

FORM 3

TOOLFAIR & ELEX

IMPORTANT
Risk Assessment Exemption – SHELL SCHEME EXHIBITORS ONLY

All exhibitors with Space only stands are required to submit a risk assessment and method statement on their stand construction. **Shell scheme exhibitors may obtain exemption from the above by completing and returning the details below.** Please note that the organisers do retain the right to demand a full risk assessment if deemed necessary.

Company Name: ……..

Stand No: ……..…….…….

Will any items displayed go above 2.5 meters high? Yes / No

If yes then confirm height of stand **(maximum height available Hall 1 = 3m, Hall 2 = 4m)** ……..

Please describe the items to be displayed on your stand and include information on any demonstrations that may be given:

……

……..…….

……..

Will there be any electrical appliances on your stand? Yes / No
If yes, please list and confirm if they have been tested to comply with the Electricity at Work Regulations 1989:

……☐……☐
……☐……☐
……☐……☐

Will your stand, or any items displayed on it, give rise to any potential risk to staff, contractors or visitors? Yes / No
Please identify potential risks ie demonstrations:

……

……..…….

……..

I confirm that the above information supplied is accurate and that the items on display for the above stand, and the construction process, represent only a very minimal risk to health and safety of staff, contractors and visitors to the exhibition.

Signed: ……..…….…… Print Name: ……..……

Job Title: ……..…… Date: ……

Please complete and return this form by Monday 29th March to:

Kirstin Eldridge, Toolfair & Elex, Regal House, Regal Way, Watford, Herts, WD24 4YF
Email: kirstineldridge@supanet.com Tel: 01494 714599 Fax: 01923 246901