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| **Health and safety regulations** |
| **Your legal responsibilities** |
| **Health and Safety / Risk Assessment / Insurance** |
| **All exhibitors are required to submit a risk assessment and confirmation of their public liability insurance to us by 10 February 2022.**  A blank risk assessment form is available [here](https://culturalenterprises.org.uk/wp-content/uploads/2021/12/Exhibitor-Risk-Assessment-Form.docx), feel free to use your own. You will not be entitled to access your stand unless this has been done.  Exhibitors who are running **any of the following activities** need the additional documentation outlined below to comply with health and safety requirements:   * Sampling pre-packed food e.g. chocolate - **Allergen advice** * Sampling alcohol - **RAMS** (including Challenge 25 procedure) * Sampling beauty - **RAMS, allergen advice & clear labelling**   For further info please visit the HSE website <http://www.hse.gov.uk/index.htm>  Definitions:   * **RAMS** = Risk assessment & method statement (identify hazards and appropriate precautions) * **Allergen advice** = identify all possible allergens and display clearly on stand   Whilst every reasonable precaution is taken, the Organisers cannot be responsible for any injury, loss or damage or for the safety and security of your own property.  You have a legal duty of care to manage all aspects of safety on your stand during the build-up, open period and breakdown of the show. All exhibitors must brief and manage their own staff and stand builders in accordance with their risk assessment and insurance |
| I confirm that I will abide by the venue rules and those of the organisers, insofar as I will ensure that any and all products displayed shall remain within the confines of my stand and NOT project into the gangway. Furthermore, I am fully aware of the rules governing the breakdown of my stand and agree not to attempt to break the stand until the agreed time.  I also confirm that I have the correct level of insurance to take part in the conference and trade show.  **DECLARATION**  THE HEALTH AND SAFETY AT WORK ACT 1974, INCORPORATING CDM 2015  It is a condition of entry into the conference that every exhibitor complies with the Health and Safety at Work Act 1974 (HASAWA74) and all other legislation covering the venue. The exhibitor accepts that it is his/her legal and moral responsibility to ensure his/her own and others health and safety is not put at risk by their actions (or inactions) during the conference.  To be completed and signed by a competent person as detailed in HASAWA 1974.  Email to [desi@culturalenterprises.org.uk](mailto:desi@culturalenterprises.org.uk) by **10 February 2022**.  Exhibitor: Stand Number:  Signature: Date:  Name: Position:  Telephone: Email address: |