

# Building Trades Expo

## IMPORTANT - SPACE ONLY EXHIBITORS STAND DESIGNER/CONTRACTOR DETAILS

Due to Health & Safety Regulations it is necessary for space only exhibitors to supply a risk assessment, method statement, CDM plan, proof of contractor's current public liability insurance and a plan of their stand including all dimensions for each show they attend.

To be completed by all space only exhibitors before

21<sup>st</sup> December (London)  
22<sup>nd</sup> March (Exeter)

8<sup>th</sup> February (Manchester)  
23<sup>rd</sup> April (Harrogate)

**Exhibiting company's details:**

COMPANY NAME: .....

CONTACT: ..... STAND NO: .....

TEL: ..... FAX: .....

EMAIL: .....

**Stand Designer/Contractor details:**

Please list the company name of any contractors working on the build-up of your stand:

COMPANY NAME: .....

ADDRESS: .....

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TEL: ..... FAX: .....

CONTACT: ..... STAND NO: .....

EMAIL: .....

Please complete and return this form with **two** copies of your Risk Assessment, Method Statement, CDM plan, Proof of contractors public liability insurance and Stand Plan to:

Kirstin Eldridge, Building Trades Expo, Regal House, Regal Way, Watford, Herts, WD24 4YF  
Tel: 01494 714599 Email: [kirstineldridge@supanet.com](mailto:kirstineldridge@supanet.com)