



ECOC 2022 BASEL

SIMPLE BUILD

SPACE ONLY SAFETY FILE

**TO BE COMPLETED BY
ALL SPACE ONLY
STANDS.**

DOCUMENT INCLUDES:

- **DECLARATION FORM**
- **BUILD UP AND
BREAKDOWN TIMES**
- **WASTE & TAPE
REMOVAL**
- **MANDATORY ON-
SITE REGULATIONS**
- **SIMPLE RISK
ASSESSMENT**



Space Only Stand Building Declaration Form & Safety File

We the organisers require you the exhibitor to have this form completed by you and your stand builder.

This is mandatory, and your stand design will not be approved without this completed document.

COMPANY NAME:.....

STAND NUMBER:.....

1. How is the stand constructed?

- What material is the stand made from.....
- Is it a modular stand with magnetic graphics Yes/ No
- Will you supply your own carpet Yes/ No
- If yes what type of carpet will you supply Tiles/Roll

2. How much time is needed to complete the structure of the stand including graphics (Approx)

.....

3. Do you foresee needing additional hours than stated in the build-up times on page 2

.....

4. Please confirm the height of your stand:.....

5. **Stand builders** company name (**IF RELEVANT**), Email and all **contact onsite details required for stand builders and stand fitters:**

Stand Builder Name:**Stand Fitter's Name:**

Stand Builders Company Name:.....

Email Address:.....

Stand Builders Contact Mobile Number:.....

Stand Fitter's Mobile Number On-Site:

6. **Exhibiting company** name, Email and contact details required:

Name:

Company Name:.....

Email Address:.....

Contact Name:.....

Mobile Number:

7. Carpet and carpet tape for all space only stands must be removed by either your stand builder or by ordering this service through the onsite cleaning company. Only adhesive tape (e.g. PE or PP) may be used and when removed must leave no residues.

8. All stands must be finished on the back wall to a very good standard and no graphics are allowed on the back wall that is adjoined to another stand.

9. **Insurances** - All space only exhibiting companies are requested to have;
Employer Liability
Public/Product Liability
Professional Indemnity (if applicable)

Build up times & Breakdown times

Build up

Friday 16 th September	0800 - 2000
Saturday 17 th September	0800 - 2000
Sunday 18 th September	0800 - 2000

THESE TIMES MUST BE ADHERED TO. FOR ANY EXHIBITORS THAT EXCEED THE STATED TIMES AN HOURLY COST WILL BE CHARGED.

Break Down

Wednesday 21 st September	1600 - 2400
Thursday 22 nd September	0800 - 1500

IMPORTANT: By signing this document you are legally agreeing to comply and conform with all the safety regulations in this document and detailed in the online manual – www.ecocexhibition.com and that you are providing the correct protective equipment for all your staff.

EXHIBITOR SIGNATURE:.....

STAND BUILDER SIGNATURE

DATE:.....

WASTE REMOVAL OF WOOD, METAL AND CARPET TAPE

Warning:

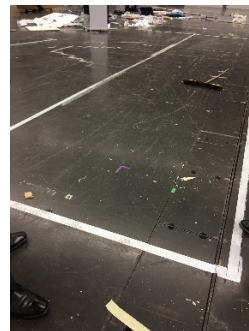
Any stand builder leaving any building materials in the hall or outside of the venue will result in the exhibiting company be contacted and will be fined.

If you leave you stand as shown below, a **£5000** fine will be imposed and the cost of removing and disposing of the stand.



Carpet Tape:

Stand contractors the correct tape is detailed in the online manual and below. Certain tapes are too adhesive and damage the hall floor, any exhibiting company will be charged by the venue to remove any tape residue that is left.



The carpet tape that must be used is: PE or PP

MANDATORY REGULATIONS FOR ECOC EXHIBITION

- Any exhibiting company leaving any waste on their stand on breakdown will be fined after the event.
- It is prohibited to leave your stand construction within the hall after the event. Please contact us if you need a quotation for stand removal.
- Safety Shoes must be worn
- If working above 2.5m's you should secure the area around your stand and all stand builders/ staff in the area should wear hard hats
- No cutting MDF/wood panels onsite
- Dust extractors must be used when sanding down all materials
- All space only back walls must be finished off to a high standard if adjoined to a neighbouring stand. Please check with the organisers as your entire back wall may need covering.
- No logo's/branding overlooking neighbouring stands is allowed
- Filming and or photographing of other exhibitors' stands is strictly prohibited and if you are seen at the show carrying any activity of this nature will be escorted out of the exhibition
- No smoking or vaping is allowed in the halls
- All space only stands must allow 3 centimetres each side of their booth if they have neighbouring booth's this includes if the neighbour is a shell scheme stands.



SIMPLE RISK ASSESMENT

Stand Name:	Stand Number:
Name of person responsible for Health & Safety:	Work No: Mobile No: E-mail

Exhibitor's Responsibilities

An exhibition stand is a workplace covered by Health and Safety legislation. As the exhibitor it is your responsibility to ensure that a suitable and sufficient risk assessment is completed. Failure to do so could lead to delays or ultimately the closure of your stand.

The template is for a simple shell scheme exhibition stand which does not require any structural approval from the organiser or the venue. More complex stands will require a more detailed risk assessment and if you are in any doubt you should contact the organiser.

Does your stand include any of the following? If so you must complete the attached risk assessment for simple stands:

	Yes/No
Display of anything containing liquid fuel e.g a motor vehicle	
Display of sharp objects, weapons (even replica weapons)	
Demonstrations of any kind	
Working electrical appliances other than simple display lighting	
Food Service of any kind other than sweets, snacks and soft drinks	
Heat source of any kind including cookery demonstrations, naked flame or gel burners	
Pressurised gases	
Working machinery of any kind even if static	
Laser demonstration	
Any other hazard not identified above which could be a risk	

Note this is not an exhaustive list. You are responsible for identifying any aspect of your stand which could present a hazard.

If you have answered **NO** to all of the above please sign below. If you have answered YES to any of the above please complete the risk assessment attached.

I declare that to the best of my knowledge there are no significant risks relating to this stand

Signed:	Name:	Date:
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RISK ASSESSMENT FOR SIMPLE EXHIBITION STANDS

Stand Number:	Stand No:
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Risk:
Who could be harmed?:
Control Measures in Place:

To the best of my knowledge the information provided is correct. The control measures in place control risk to an acceptable degree.

Signed:	Name:	Date:
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PLEASE NOTE:

This is a very basic risk assessment format for simple risks only. Multiple or complex risks will require a more detailed risk assessment.