

Water  
Equipment  
Show

# EXHIBITORS PACK

Version 2 - 160224

International Centre, Telford  
15<sup>th</sup> & 16<sup>th</sup> May 2024

## ***Dear Exhibitor,***

This pack will provide you with key details about the event. It explains what will be provided with your **Exhibition Stand**, what is not included, and what optional extras are available for an additional fee.

**Please note: The exhibitor pack maybe updated from time to time and the latest version will be available at:**

<https://www.waterequipmentshow.com/page/toolkit>

### **1. Venue**

The venue for the event is:

**The International Centre, Telford, Shropshire, TF3 4JH, England**

Travel arrangements and directions to the venue are included in **Section 6**. There is plenty of onsite parking, with space for approximately 1000 vehicles.

### **2. Accommodation**

If you are planning to stop overnight, there is accommodation close to the venue. A full list of local hotels is included in **Section 7** (**details subject to change**).

Three of the closest hotels are shown below:

**a) Holiday Inn, Telford, St. Quentin Gate, Telford TF3 4EH**

Tel: 01952 527 000

Agreed room rate = £148.00 single / £160.50 double - includes full English breakfast.

This hotel is a 2 minute walk from the Telford International Centre (TIC). With 150 bedrooms and over 3 floors, the Holiday Inn is less than 100 yards from the International Centre. Free parking is available for guests. For more details go to: <http://hitelfordhotel.com/>.

**b) The International Hotel, St. Quentin Gate, Telford TF3 4EH**

Tel: 01952 521 600

Agreed room rate = £137.50 single / £147.50 per room, double - includes a continental breakfast.

Two minutes walking distance from the TIC, The International Hotel is situated next door to the International Centre and the Holiday Inn. Plenty of free parking is available for guests. For more details go to: <http://internationalhoteltelford.com/>.

**c) Ramada Ironbridge, Forge Gate, Telford, Shropshire TF3 4NA.**

Tel: 01952 425000

Agreed room rate = £143.00 single / £155.50 per room double.

The Ramada is approximately 1 mile from the TIC (between 15 - 20 minutes walking distance from the International Centre). Free parking is available for guests. For more details go to: <http://www.ramadatelford.co.uk/>.

*When booking accommodation at these three hotels, please phone and state "Water Equipment Show organised by Arcadis Consulting (UK) Ltd". If you try to book via the internet there may appear to be no rooms available as they have been allocated to the conference – **so always contact the hotels by phone!***

*Due to the proximity of the conference venue, the above hotels will be filled quickly, - **so please book early!***

### **3. Exhibition Booking Details**

The exhibition is being held in **Hall 1 & part of Hall 2** of the International Centre. The draft layout of the conference is shown in Figure 1. This figure shows the relative position of the main exhibition entrance, conference area, breakout rooms, and exhibitor access doors.

All Water Equipment Show delegates should enter the International Centre through entrances E1 and E4 (see Figure 1).

The approximate position of the exhibition stands is also shown in Figure 1. Main sponsorship exhibition spaces have the prefix “G or S”, and standard exhibition spaces are designated with the prefix “F”.

#### **3.1 Exhibition Space**

**Only Pump Centre members can exhibit at the conference.**

Pump Centre members (**Levels 1, 2 & 4**) will receive a FREE standard exhibition space as part of their membership.

Members will only be entitled to EXHIBITION SPACE if they:

- 1) Fully complete and return the “Exhibition Stand Booking Form” (see Appendix 1).  
**Must be returned ASAP and the position confirmed by the Pump Centre.**
- 2) Sign and return the terms and conditions acceptance letter (see Appendix 3).  
**Must be returned ASAP.**

All exhibitors must read and agree to the Telford International Centre Limited (TIC) terms and conditions (T’s & C’s) included in Appendix 2.

To confirm your company’s acceptance of the T’s & C’s, the letter shown in Appendix 3 **must be completed and returned to the Pump Centre with your exhibition stand booking form.**

- 3) Complete a risk assessment for their exhibition stand and all their exhibits (see Appendix 5).  
**Must be returned by Friday 19<sup>th</sup> April 2024.**

Exhibitors will receive an email from the Pump Centre providing them with a Stand Number and confirmation that their stand has been booked. **If no confirmation is received, it is the exhibitor’s responsibility to contact the Pump Centre and check the booking has been made.**

**If all the required paperwork is not received from a member company by the specified dates, it will be assumed they no longer wish to exhibit at the event.**

##### **3.1.1 FREE Exhibition Space.**

The free exhibition areas (shown in Figure 1) are numbered from F1 to F120, and will be allocated on a first come first served basis. The free exhibition area includes:

- A standard 3m x 2m space.
- Two chairs (if required, to be booked direct from Stagecraft UK).
- One 6ft table (if required, to be booked direct from Stagecraft UK).
- One tablecloth (if required, to be booked direct from Stagecraft UK).

To be booked direct via Stagecraft UK – contact details below in Section 3.1.4

### 3.1.2 Sponsor's Exhibition Space

All the main conference sponsors have been allocated their stand position. Their stands are shown in Figure 1, and they are numbered for:

- Gold Sponsors: G2 to G12
- Silver Sponsors: S1 to S18.

**Gold Sponsors** have signed up to a 48m<sup>2</sup> area and will receive:

- An 8m x 6m exhibition space.
- The stand location agreed when booking.
- A discount of up to £240+VAT on their exhibition stand furniture order booked via Stagecraft UK. This is equivalent to eight chairs, eight 6ft trestle tables and eight tablecloths.
- A discount of up to £322+VAT on their exhibition stand electricity costs booked via Stagecraft UK. This is equivalent to four free 500W electrical sockets.

**Silver Sponsors** have signed up to a 24m<sup>2</sup> area and will receive:

- A 6m x 4m exhibition space.
- The stand location agreed when booking.
- A discount of up to £120+VAT on their exhibition stand furniture order booked via Stagecraft. This is equivalent to four chairs, four 6ft trestle tables and four tablecloths.
- A discount of up to £161+VAT on their exhibition stand electricity costs booked via Stagecraft. This is equivalent to two free 500W electrical sockets.

Please note main sponsors only receive the contracted area detailed in Section 3.1.2 and they are not eligible for an additional free 3m x 2m space.

### 3.1.3 Exhibition Stand Electricity

For a small fee, electrical power can be made available to all exhibition stands.

Please note that all electric sockets must be booked directly via **Stagecraft UK**. It is important to discuss your requirements with them, so you get the correct supply and wattage. **All power is dropped from the ceiling.**

It is the responsibility of every exhibitor to make sure that all electrical equipment brought to the show is electrically safe. Portable electrical appliances and extension leads must have a valid **PAT Certificate** and be operated within the specified power rating. Equipment that is deemed to be unsafe will not be allowed to operate during the exhibition.

#### 3.1.4 Stand Services & Equipment from Stagecraft UK.

Stand services and equipment can be booked via Stagecraft UK using their **online portal**.

The portal can be found by clicking on the link below:

<https://www.tictelford.com/water-equipment-show-2024/>

To use the portal, exhibitors will need to set-up an account. Once the account is set up, exhibitors will have to input their stand number, and then they will be able to go into the shop to order services and equipment for their exhibition stand.

A how-to-guide entitled "**Exhibitor Ordering – Using the online portal**" has been included in Appendix 4. For any issues, please contact Stagecraft UK on [info@stagecraftuk.com](mailto:info@stagecraftuk.com) or Tel. 01952 281600.

## **4. Exhibition Stand Setup – Including Safety**

Erection of all exhibition stands will take place on Wednesday 15<sup>th</sup> May 2024. Exhibitors can arrive from 08:00 hrs onwards, and on arrival must report to the Security Gate. Water Equipment Show exhibitors will be directed to the back of either Hall 1 or Hall 2 depending on their stand position. The exhibition area is on the ground floor, and access is via large roller shutter doors at the back of the halls. The unloading of vehicles will be managed by Stagecraft UK & TIC staff, **exhibitors must follow their instructions.**

Snacks and drinks will be available for purchase in the exhibition hall on Wednesday 15<sup>th</sup> May 2024 during set-up.

### **4.1 Exhibition Stands**

Display items must be **SAFE, STABLE** and have **NO SHARP EDGES**. The back of the stands must be finished to a reasonable quality.

Where possible, display items should be delivered in one piece so that they can be simply lifted into position (this may be a single lift with a forklift). If assembly is to take place on site, the exhibitor **MUST** provide a trained installer with the appropriate insurance, experience, and qualifications. These details must be checked and approved by TIC and Pump Centre at the latest by **Friday 19<sup>th</sup> April 2024.**

Please email details to both:

- Izzy Plain (TIC Event Manager): [izzy.plain@tictelford.com](mailto:izzy.plain@tictelford.com)
- John Howarth (Pump Centre): [john.howarth@arcadis.com](mailto:john.howarth@arcadis.com)

### **4.2 Exhibition PPE & Safety**

Hi-Vis jackets or tabards and safety shoes **must be** worn in the exhibition area during set-up and breakdown. Hi-Vis tabards can be purchased on the day from the TIC reception for £5.50 including VAT. These safety items can also be sourced locally at the following outlets (please check before visiting):

Main Man Supplies  
Unit 15, 10 – 11 Hortonwood 33  
Telford. TF1 7EX  
Tel: 01952 606888  
Opening hours: 08:00 – 18:00 hrs

Shoe Zone  
47 Southwater Arcade,  
Telford Shopping Centre,  
Telford TF3 4DE  
Tel: 01952 290352  
Opening hours: 09:00 – 18:00 hrs  
**(Safety shoes)**

ETAK Creative Ltd / I Want Workwear  
WPL/Karcher Building,  
Dynamic Court,  
Halesfield 24. TF7 4NZ  
Opening hours: 09:00 – 20:00 hrs  
Tel: 01952 929360  
**(Hi-Vis Vests & selection of Hi Vis Jackets)**

My Workwear  
1 Kingsland House,  
Kingsland Estate,  
Halesfield 9,  
Telford TF7 4QW  
Tel: 01952 585881  
Opening hours: 08:30 – 17:30 hrs  
**(Only limited stock kept on-site - please phone before visiting)**

Event safety will be managed by Sphere Risk Health & Safety Management Ltd. Sphere RHSM will oversee all safety issues, and they will be available at the show to identify and help to resolve any problems. Risk Assessments **MUST** be completed prior to approval, and all equipment that is brought to the exhibition; including demonstration items and stand items must be included within the risk assessment.

## **4.2 Exhibition Stand Set-up**

On arrival all stand positions will be clearly marked and labelled. If you are in any doubt about your stand position or have a problem, please contact Jim Eaves (mob: 07968 707753) or another member of the Pump Centre team.

**Please note:** Due to circumstances beyond our control the exhibition stand layout may change. Every effort will be made to provide exhibitors with a suitable equivalent space.

### **4.2.1 Exhibition Stand Design**

**All Exhibition Stands must be less than 4 metres in height.**

Any stand deemed to be 4 metres in height or taller will need to be dismantled.

The design details for all bespoke stands should be sent to the Pump Centre at latest by Friday 19<sup>th</sup> April 2024. The Pump Centre will undertake a basic review of the design to identify any obvious issues, but ultimately it is the responsibility of the exhibitor and their stand builder to design and erect a safe stand.

### **4.2.2 Lifting Heavy Items**

To help exhibitors manoeuvre heavy/bulky items, **FREE** access to a fork-lift truck (with a trained driver) will be available during exhibition setup and breakdown. **This service must be booked in advance, directly with Stagecraft UK.**

If you wish to use Stagecraft UK's lifting service, you must complete the Lifting Services – Insurance Cover and Disclaimer form – this can be accessed via the Stagecraft UK Online Portal. If you require more details, please speak to them directly.

The fork-lift can lift items up to approximately 3000 kg. A lifting plan for all pieces of equipment **MUST** be included in your risk assessment, and any awkward lifts must be discussed and approved in advance by Stagecraft UK. Please specify which lifting equipment (straps, shackles etc.) is required for your lifting plan. **Awkward lifts,** refers not only to the weight, but also to the shape and size of the item.

**It is the responsibility of each exhibitor who wants to use the fork-lift service to check in advance and confirm with Stagecraft UK that their heavy/bulky items can be lifted by the available equipment.**

Contact: Stagecraft UK Tel. 01952 281600 or email [sales@stagecraftuk.com](mailto:sales@stagecraftuk.com) .

## **5. Exhibition & Conference Timetable**

### **5.1 Exhibition Setup**

All exhibition stands must be erected on Wednesday 15<sup>th</sup> May 2024 - between 08:00 hrs and 22:00 hrs. During this time Halls 1 & 2 are classed as a “construction area” and Hi-vis clothing and safety shoes must be worn in the exhibition hall during exhibition setup. Access to Halls 1 & 2 will be refused if the correct PPE is not worn.

It is important that **all the staff** who are working on your behalf read the Site Induction Instructions prior to arrival at Telford International Centre (TIC). A copy of the TIC Site Induction Instructions and the TIC Survival guide are attached. It is your responsibility to ensure that these documents are circulated to and read by all your team and any third parties who are involved with the build-up, breakdown and staffing of your exhibition stand. Copies of these documents will be available on request from the Event Managers office – from 08:00 hrs on Wednesday 15<sup>th</sup> May 2024.

Relevant attached files:

- Survival Guide V9 - updated 26.9.22 TB.pdf
- International Centre Site Induction.pdf

Access to Hall 1 & 2 will be available from 07:00 to 08:00 hrs on Thursday 16<sup>th</sup> May 2024 for exhibitors to carry in lightweight items for their exhibition stands. During this period, Halls 1 & 2 are not classed as a construction area and PPE is not required. Please note that all stand items need to be safely positioned and fully erected by 08:00 hrs on Thursday 16<sup>th</sup> May, as registration opens at 08:15 hrs and the exhibition opens at 08:30 hrs.

## **5.2 Water Equipment Show Dinner** – Evening of Wednesday 15<sup>th</sup> May 2024

(Bookings only – must be booked in advance)

**Dress Code:** Smart Casual

### **Agenda** (Approximate timings)

18:15 hrs	Ludlow suite bar opens
19:00 hrs	Ludlow suite dining room opens – guests seated
19:10 hrs	Brief welcome by Gail Emms - Master of Ceremonies (MC) Short introduction by Pump Centre Manager
19:20 - 21:00 hrs	Water Equipment Show 2024 Dinner

### **Pump Centre Awards**

21:05 - 21:25 hrs	Young Engineer Awards Ceremony 2024
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### **Evening Entertainment**

21:30 - 21:50 hrs	Introduction by MC and Charity Raffle in aid of “Hope House Children’s Hospices”
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### **Short interval**

21.55 - 22:40 hrs	After Dinner Speaker – Eddie “the Eagle” Edwards
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22:40 hrs	Conference Dinner closes - adjourn to the “Pretend Money” Casino Tables, Fun Games & Bar.
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### 5.3 Conference Dinner Menu

The conference dinner menu\* is shown below:

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**DINNER MENU**

**Smoked haddock & spring onion fishcake with crunchy carrot & red cabbage, pea bean & mint salad, served with tartare sauce**

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**Six hour braised daube of beef, caramelised shallots, spring onion mash, horseradish & watercress crème fraiche**

\*\*\*\*\*

**Passionfruit & coconut pannacotta (Vegan – Allergen free)**

\*\*\*\*\*

**Freshly Ground Coffee and Mint Chocolates**

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**Vegetarian Option**

**Oak Smoked Cheddar & Chutney Tart, Pickled Fennel & Carrots, with Baby Gem Salad and Chive Dressing.**

\*\*\*\*\*

**Wild mushroom & chickpea potato wellington with roast plum sauce.**

\*\*\*\*\*

**Passionfruit & coconut pannacotta (Vegan – Allergen free)**

**If you have guests with specific dietary requirements, please let us know ASAP.**

*\* May be subject to slight variation.*

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### 5.4 Exhibition & Conference – Provisional Timetable

Thursday 16<sup>th</sup> May 2024

**Registration**

08:15 – 13:00 hrs - Conference Reception Area

**Tea & Coffee**

Complimentary tea & coffee will be available in Hall 1 throughout the day.

A retail catering concession serving premium hot drinks will be available, between 08:30 and 15:00 hrs, in Hall 2.

**Exhibition**

08:30 – 16:00 hrs in Halls 1 & 2



**Main Conference Presentations**

09:30 - 15:50 hrs in Technical Room A, Hall 2.

**Breakout Sessions**

There will be three rooms used for breakout sessions. All these rooms (B, C & D) will be accessed from Hall 1. The titles and timings of the presentations and workshops will be finalised closer to the event.

**Complimentary Lunch Bag**

Available between 12:20 hrs and 14:00 hrs in the main refreshment area, Hall 1.

**Other Catering & Refreshments**

A retail catering concession will be located within Hall 2 where attendees can purchase a variety of snacks and drinks.

**Exhibition Closes**

The exhibition officially closes at 16:00 hrs, but an additional 10 minutes will be allowed for delegates to vacate all areas. The **actual closing time** will be 16:10hrs.

**Breakdown of Exhibition**

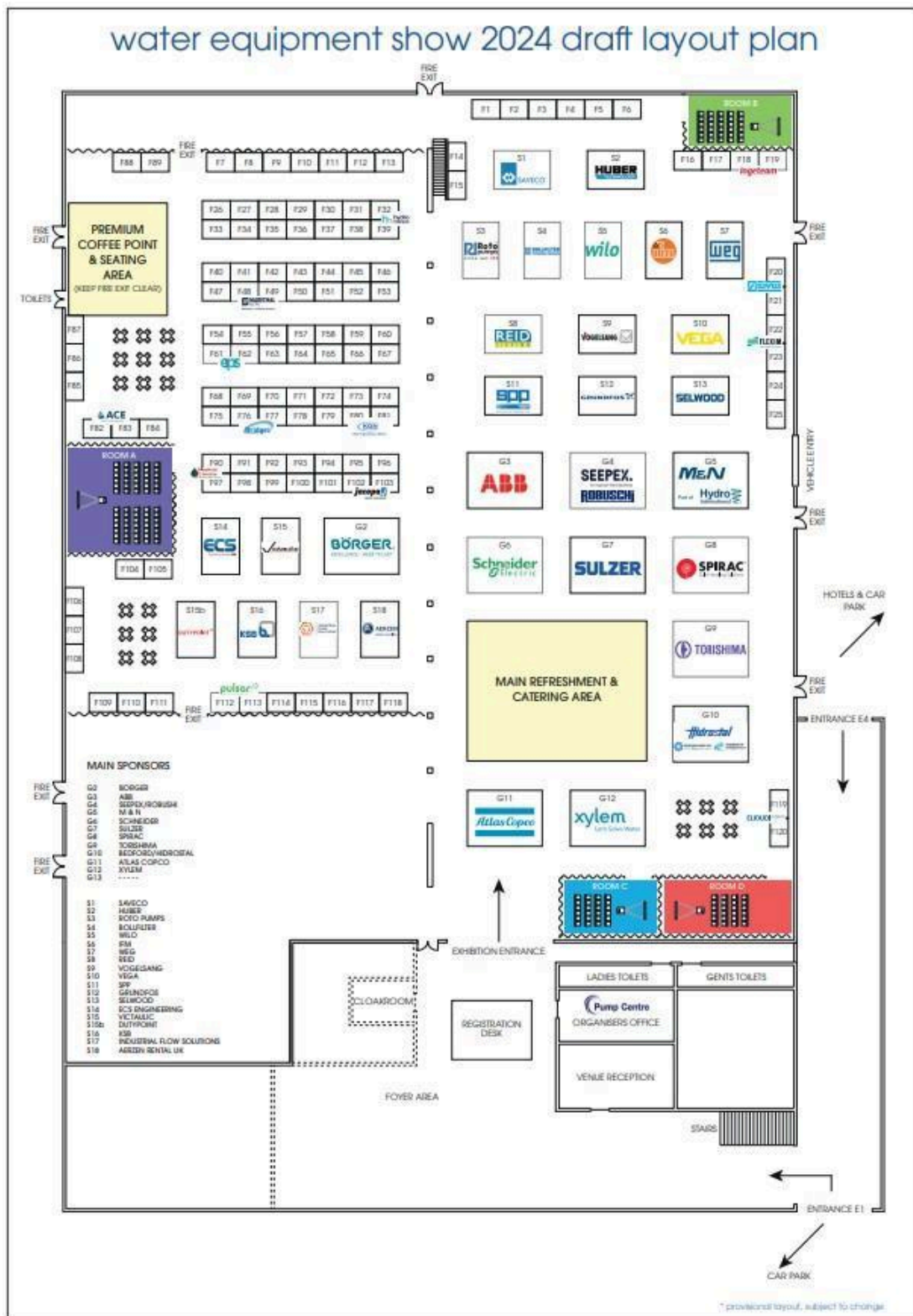
Breakdown will commence approximately 5 minutes after the **actual closing time**, but **not before 16:15 hrs**.

Once breakdown commences both Halls 1 & 2 automatically revert to a "construction area" and Hi-Vis clothing and safety shoes must be worn.

The Hall power will be turned off approximately 20 mins into the breakdown.

**Please note: the exhibition hall must be cleared by 22:00 hrs, at the latest, on Thursday 16<sup>th</sup> May 2024.**

### 5.5 Exhibition & Conference Layout



(\* not to scale & subject to change.)

Figure 1 – Venue Layout & Exhibition Area (Hall 1 & 2)

## 6. Directions to the International Centre

The International Centre has over 1000 car parking spaces onsite, all within easy walking distance of the venue. **Sat nav postcode: TF3 4JH.**

### **From M6 northbound**

Join M54 at M6/J10A. Travel west to M54/J4. Take the second exit and follow signs to The International Centre. The venue is situated just over 2 miles from Junction 4.

### **From M6 Toll northbound**

Leave M6 Toll at junction T8. This equates to M6/J11. Go straight ahead into A460 (Wolverhampton Road) towards Wolverhampton. After 2.4 miles access M54/J1. Take the third exit off the roundabout onto M54 direction Telford. Travel west on M54 to J4. Take the second exit and follow signs to The International Centre. The venue is situated just over 2 miles from Junction 4.

### **From M6 southbound**

Leave M6 at junction 12. Take A5 west for 1 mile to Gailey Island. Take first left on to A449. Travel 3 miles to M54/J2. Travel west on M54 to J4. Take the second exit and follow signs to The International Centre.

### **Approximate drive times:**

from Birmingham City Centre: 45 minutes  
 from Manchester City Centre: 1 hour 30 minutes  
 from Bristol City Centre: 1 hour 45 minutes  
 from Leeds City Centre: 2 hours 15 minutes  
 from London (M25): 2 hours 15 minutes



**Figure 2 – Road Map of the area around the TIC.**

## **Rail**

There are regular services from Birmingham New Street, Wolverhampton and Shrewsbury. The International Centre is situated just over a mile from Telford Central Station and is only two minutes by taxi. Alternatively, there is a regular bus service. Visit **National Rail** for train times and fares.

## **Air**

The International Centre is less than an hour by road from Birmingham International airport. There are also rail connections from Birmingham International Station via Birmingham New Street.

## **7. Other Local Hotels** (within 10 minutes of TIC by car)

Details subject to change.

### **Premier Inn - Telford International Centre Hotel** (85 rooms and a 5-minute walk from TIC)

Unit 8,  
Southwater Square,  
Southwater Way,  
Telford  
Tel: 0871 527 9500\*

### **Park Inn by Radisson Telford** (150 rooms and a 2-minute drive from TIC)

Forgegate  
Telford Centre  
Shropshire  
TF3 4NA  
01952 429988

### **Premier Inn** (62 rooms and a 2-minute drive from TIC)

Euston Way,  
Telford,  
Shropshire  
TF3 4LY  
0871 527 9082

### **Days Inn** (49 rooms and a 5-minute drive from TIC)

Welcome Break  
Service Area J4, M54,  
Priorslee Road  
Shifnall, Shropshire  
TF11 8TG  
01952 238 400

### **Telford Golf & Spa Hotel** (114 rooms and a 5-minute drive from TIC)

Great Hay Drive,  
Sutton Heights,  
Telford, Shropshire  
TF7 4DT  
01952 429977

### **Telford White House** (90 rooms and a 7-minute drive from TIC)

The White House Hotel

Wellington Road  
Muxton  
Telford  
Shropshire  
TF2 8NG  
01952 603603

**Madeley Court Hotel** (47 rooms and an 8-minute drive from TIC)

Castlefields Way,  
Madeley,  
Telford,  
Shropshire,  
TF7 5DW  
01952 680068

**Travelodge** (40 rooms and a 10-minute drive from TIC)

Shawbirch Cross Roads,  
Whitchurch Drive  
Telford,  
Shropshire  
TF1 3QA  
0871 984 6110

## **APPENDICES**

Appendix 1 – Exhibition Stand Booking Form

Appendix 2 – Telford International Centre, T's & C's

Appendix 3 – T's & C's Acceptance Letter

Appendix 4 – How-to-guide: *“Exhibitor Ordering – Using the online portal”*.

Appendix 5 – Risk Assessment Template

## Appendix 1 – Water Equipment Show - Exhibition Stand Booking Form

PUMP CENTRE – Free Exhibition Stand	
<b>To be booked directly with Stagecraft: Tel: 01952 281600</b>	Please indicate (Yes/No)
A 3m x 2m exhibition space (Free for members)	
A 6ft trestle table & cloth (Free for members)	
Chairs (up to 2 Free for members)	Indicate Qty
Fork-Lift Truck Required (free for members) to be booked directly with Stagecraft	
<b>Optional Items:</b> These must be booked and paid for direct, via Stagecraft UK This includes extra electrical sockets, production, rigging, furniture, audio equipment and other options.	Stagecraft UK (Tel: 01952 281600).

STAND POSITION (Please select 1 to 50)	
	Please indicate stand number.
1 <sup>st</sup> Choice	
2 <sup>nd</sup> Choice	
3 <sup>rd</sup> Choice	
4 <sup>th</sup> Choice	

Booked by:		
	(Name)	(Company)
	(E Mail)	(Telephone)

Person(s) attending:  (Names required for delegate badges & catering purposes).	1.	2.
	3.	4.
	5.	6.
	7.	8.

For exhibition information contact: *Jim Eaves – Mob: 07968 707 753*  
 Completed forms - email to [karen.bridgeman@arcadis.com](mailto:karen.bridgeman@arcadis.com)

**PLEASE RETURN YOUR FORM BY Email.**





## Appendix 2 – Telford International Centre, T&C's

*The TIC terms and conditions have been attached with this document.*

Relevant attached files:

- TIC Conditions of Hire 050123.pdf

If you cannot open, or read the attached PDF document, please contact the Pump Centre on:  
01925 964030.

### **Appendix 3 – T&C's Acceptance Letter**

*Please cut & paste the letter below. Complete the details, sign & return to Pump Centre.*

Insert Your Company Logo

**Insert Your Company Name, Address and Contact Details**  
[www.website.com](http://www.website.com)

The Pump Centre  
Arcadis Consulting (UK) Limited  
401 Faraday House  
Birchwood Park  
Warrington  
Cheshire  
WA3 6GA

Direct line: #####  
Facsimile: #####  
e-mail: #####

Our Ref: WES2024

Dear Sirs,

#### **WATER EQUIPMENT SHOW - 15<sup>TH</sup> & 16<sup>TH</sup> MAY 2024**

On behalf of ..... (insert company name) I confirm that I have read and agree to the attached Telford International Centre (TIC) Limited Conditions of Hire (***TIC Conditions of Hire 050123.pdf***), and the International Centre Site Induction.

.....(insert company name) hereby agrees that it shall be liable for and shall defend and hold harmless Arcadis as a result of negligent acts or omissions from and against all claims, costs etc received or incurred by Arcadis from TIC, or any other third party arising out of or in connection with this event.

Signed.....

Name (print).....

Date: .....

For and on behalf of: ..... (insert company name)

## Appendix 4

### Stagecraft UK

#### How-to-guide: "Exhibitor Ordering – Using the online portal"

*The Stagecraft UK "how to guide" for Exhibitor Ordering has been attached with this document.*

#### Relevant attached files:

- Exhibitor Ordering - Using the online portal.pdf

If you cannot open, or read the attached PDF document, please contact the Pump Centre on: 01925 964030.

## **Appendix 5 – Risk Assessment Template**

All exhibitors must complete a risk assessment form for their exhibition stand.

All risk assessments must be received at latest by the **Friday 19<sup>th</sup> April 2024**, if we have not received a current risk assessment form, you will not be allowed to exhibit.

To help you complete the risk assessment, I have attached instructions, a template, and an example risk assessment with this document.

If you have a pre-prepared risk assessment in a different format, please send that instead.

Remember the assessment must cover risks to all people who are likely to encounter your stand, venue staff, employees, other exhibitors, and delegates.

*A list of the attached supporting documents is shown below.*

- How to complete a risk assessment.pdf
- Risk Assessment Template.docx
- Example Risk Assessment.pdf