**PRE-TENANCY SPECIFIC ITEMS OF RISK**

**Deadline: 7th October 2016**

**Stand Number:**

**Stand Name:**

Please review the list below and select if you intend on bringing any of the items identified. Please then sign and submit the form to exhibition@sapusers.org along with any other relevant documentation. Upon assessment of this initial form, it may then be necessary for an additional form to be filled in. I.e. if you will have LPG on your stand the Use of compressed gas form, will need to be filled out. The exhibition manager will be in contact if this is the case and forward on the relevant form for completion.

**Highlighted items indicate a fire risk. A floor plan identifying the location of any fire risks on individual stands must accompany this submission along with any relevant documentation\* and details of the risk.**

|  |  |
| --- | --- |
| **Use** | **Select if relevant for your stand** |
| Adult Entertainment |  |
| Airships, Blimps & Balloons |  |
| Alcohol |  |
| Animals |  |
| Auctions |  |
| Children / Young Performers |  |
| Use of Compressed Gases or LPG |  |
| Crèches |  |
| Crowd Management |  |
| Equality Act |  |
| Double Decker Buses |  |
| Feature Areas |  |
| Filming, Television & Recording |  |
| Food – for example cooking demos |  |
| Gambling |  |
| Hazardous Substances |  |
| Heat Generating Displays |  |
| Hot Works Permits (Welding & Similar Processes) |  |
| Lasers  |  |
| Marquees, Temporary Demountable Structures (Note: Ground penetration and staking will require venue approval 28 days in advance of tenancy)  |  |

**PRE-TENANCY SPECIFIC ITEMS OF RISK**

|  |  |
| --- | --- |
| Noise |  |
| Platforms & Stages |  |
| Product Demonstrations |  |
| Rigging (Third Party)  |  |
| Seminar Theatres (Note: Plans are to be submitted to the venue 7 days in advance of tenancy) |  |
| Seating and Temporary Tiered Seating  |  |
| Simulators & Rides |  |
| Special Effects (Note: some Special Effects will require venue approval 28 days in advance of tenancy) |  |
| ***E.G. Pyrotechnics, Flame Effects, Lasers, Smoke Machines, Use of Compressed Gases. Where applicable complete the relevant additional documents***  |
| Special Treatments |  |
| Stand Construction inc. Stepped or Ramped access |  |
| Vehicles |  |
| Water Features |  |
| Weapons |  |
| Working Machinery |  |

**\* Relevant Documentation may include H & S and Fire Risk Assessments, ADIPs, Public Liability Insurance, Training Certificate, Licence Details. It should be noted that this list is not exhaustive. Please note: Failure to provide this information for inspection when requested by the venue may lead to the stand or product being unable to operate.**

|  |  |
| --- | --- |
| ***Declaration:*** | I, the undersigned, confirm that in so far as is reasonably practicable, I shall ensure those aspects of the event as identified above shall comply with the criteria as laid down within the eGuide and the NEC Rules and Regulations.  |
| Contraventions and Control Measures |   |
| **Please also refer to the attached exhibition risk assessment and details of the Organisers management process to achieve control and compliance** |
| Signed: |   | Name: |   | Company: |   | Date: |   |

\*Please return to exhibition@sapusers.org by 7th October 2016