

# Health & Safety Rules

1. You or your on-site representative will make available, to relevant affected parties, evidence of holding a minimum of £2million Public Liability cover – either in the form of a Public Liability insurance certificate or a copy of an insurance brokers letter confirming the insured amount (as per the T&Cs).

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2. You or your on-site representative will make available, to relevant affected parties, a copy of your Employers Liability insurance certificate, where applicable, which confirms that you hold the minimum £5million level of Employers liability insurance..

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3. You will ensure that details of your arrangements for contacting site management when arriving at a site of occupation are communicated to your staff and all sign in / sign out procedures are followed (as per Exhibition Charter).

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4. You will ensure that your staff receive induction/awareness training at the site and any relevant instructions (including those to follow in the event of an emergency) are followed at all times during the occupation (as per Exhibition Charter).

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5. You will ensure that Manual Handling risks associated with the set up of Display Stands and Promotional Materials at the site of occupation are suitably assessed and adequate control measures are implemented to prevent injury.

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6. You or your on-site representative will ensure that if you intend to store stock and materials at the site of occupation that this is done safely and with the knowledge and guidance of the site manager.

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7. You or your on-site representative will ensure that so far as is reasonably practicable, the safety of visiting members of the public and host site staff are not affected by your activities.

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8. You or your on-site representative will ensure that safety is maintained around your designated area, taking into account;  
Preventing slip hazards by avoiding spills  
Preventing trip hazards by avoiding trailing cables  
Preventing impact hazards by avoiding protruding/sharp edges

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9. You or your on-site representative will ensure minimal disruption to the host site's activities.

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10. You or your on-site representative will ensure that fire fighting equipment/alarms, fire escape routes and general pedestrian routes remain accessible/clear at all times and not affected by your activities (as per Exhibition Charter).

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11. You must ensure that welfare facilities are available to those manning stands by liaising with site management at time of initial visit (as per Exhibition Charter).

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12. You or your on-site representative will be contactable by site management, if required, at all times during the period of occupation.

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# Health & Safety Rules (cont'd)

13. You or your on-site representative will make sure that your site risk assessment of your concession is made available for any relevant party and that it will be reviewed whenever there are changes to your activities on site.

14. You or your on-site representative will be fully aware of any emergency procedures that staff will follow during the period of occupation (as per Exhibition Charter).

15. You or your on-site representative will ensure that no harmful or flammable materials are stored at your display unless site management permission has been obtained and all relevant COSHH assessments have been carried out and are available to view on site.

16. You or your on-site representative will ensure that any electrical equipment being used at your display stand has a portable appliance test record/certificate available for each item, a copy of which must be provided to the site management.

17. You will ensure that all displays and associated paraphernalia are well maintained and pose no risk to yourself or your on-site representative, the general public or host employees.

The following is applicable to those concessionaires working out side the building but still on the retail premise (i.e. car park):

18. Your stand and surrounding area will be set up in such a way as to pose no risk to person, property of host employees, visiting members of the public or patrons visiting your stand.

19. You will ensure that appropriate traffic management/control measures are in place during site set up, operation and dismantling, to ensure no person is at risk from your activities.

20. You will ensure that any equipment used on site is well maintained (maintenance records will be held on site and made available at all times) and when not in use is secured to ensure no access to third parties.

21. You or you site representative will be in possession of and wear all appropriate personal protective equipment relevant to the operations on site and weather conditions.

WE AGREE TO BE BOUND BY THE ABOVE HEALTH & SAFETY RULES

Signed

Full name

Position

For and on behalf of (Company Name)

Date