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| Pre- Tenancy: Health and Safety Exhibitor/Organiser checklist - Exhibition*Completed Form to be submitted to your Event Manager at the ICC, Birmingham*  |

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| Exhibition/Event Name:­­­­­­­­­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates:Hall/Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

**Stand Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Dear Organiser/Exhibitor,This checklist is designed to help you plan a safe event at the ICC. Please read and complete all relevant sections. If you have do not have anything please note this and complete the form. If you need any assistance, please contact your Event Manager.Thank youThe [eGuide](http://www.aev.org.uk/page.cfm/Link%3D27/t%3Dm/goSection%3D5_17) brings together guidance for achieving common standards of health, safety and operational planning, management and on-site conduct for events at all participating AEV member venues.Now recognised as the industry’s best practice document, the eGuide is continually reviewed by working industry professionals who represent the best advice currently available, and who themselves have to work within the guidelines in their own professional capacities.It must be stressed, however, that this is a GUIDELINE document. If meticulously followed, it should ensure that users are compliant with current health and safety law. Nevertheless, the particulars of each exhibition (or similar event) should still be considered on an individual basis and venues, organisers, suppliers and clients/exhibitors must all remember that it is ultimately their responsibility to ensure that they address health & safety, and other operational issues properly, in compliance with the law. It must also be stressed that all employers have a legal duty to employ staff that are competent to manage health & safety, and other operations that are relevant to their level and range of responsibilities. |

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| **General Guidance**

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| There are many aspects of an event that will require notification or application to the venue no later than 28 days prior to the tenancy. For convenience these are listed as below and expanded on in the eGuide sections as indicated | **eGuide Section**  |
| Event risk assessment & risk assessments for any features presenting special risks  | Risk Assessment  |
| Airships, blimps & balloons  | Airships, blimps and balloons  |
| Serving alcohol from a temporary catering outlet run by an operator other than the venue’s catering partner  | Alcohol  |
| Alcohol sampling  | Alcohol  |
| Animals  | Animals  |
| Use of compressed gas or LPG  | Gas  |
| Crèche details  | Crèches  |
| Details of special features with risk assessment & method statement  | Feature Areas  |
| Visitor participation or adventurous & potentially hazardous activities  | Feature Areas  |
| Final floor plans  | Floor Plans  |
| Preparation, cooking & dispensing of food, including sampling  | Food  |
| Application for unenclosed kitchens  | Food  |
| Gambling activities  | Gambling  |
| Hazardous processes or substances  | Hazardous Substances  |
| Ventilation systems for processes requiring ventilation  | Hazardous Substances  |
| Lifting activities  | Lifting  |
| Playing or performing music  | Music and Video Licences  |
| Hazardous noise levels (exceeding 80 dBA)  | Noise  |
| Secondary fixings for items to be rigged  | Rigging  |
| Simulators and Rides  | Simulators and Rides  |
| Special effects, including lasers, real flame, smoke machines and strobe lighting  | Special Effects  |
| Special Treatments  | Special Treatments  |
| Complex Structures  | Stand Plans  |
| Temporary demountable structures  | Temporary Demountable Structures  |
| Vehicles  | Vehicles  |
| Weapons  | Weapons  |

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| **Organisers are advised to complete the checklist below and follow the link which will take them to the NEC Website where the forms can be found for completion and submitted to the ICC Event Manager**[**Process Forms**](http://www.thenec.co.uk/exhibitors/exhibitor-guide/health-saftey-fire/) |

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| Process Forms | Yes/No \* | Comments |
| Form 1 Exhibition Floor layout- Design stage Layout |  |  |
| Form 2 Items of Special Risk |  |  |
| Form 3 Complex Structure |  |  |
| Form 4 Temporary Demountable Structure |  |  |
| Form 5 Temporary Demountable Seating Submission- Design Stage |  |  |
| Form 6 Use of LPG |  |  |
| Form 7 Use of Laser Effects |  |  |
| Form 8 Use of Pyrotechnic Effects |  |  |
| Form 9 Use of Flame Effects |  |  |
| Form 10 Complex Structure – (Open Period) |  |  |
| Form 11 Exhibition Floor Layout- (Open Period) |  |  |
| Form 12 Items of Special Risk – (Open Period) |  |  |
| Form 13 Temporary Demountable Seating Submission – (Open Period) |  |  |
| Form 14 Third Party Rigging – Installation Stage Submission |  |  |

*\*Complete as appropriate*

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| **Declaration: I, the undersigned, confirm that the relevant eGuide guidance has been understood and the relevant Process Forms have been completed and sent to the ICC Event Manager****Exhibition/Event Name: Company: Date:****Organiser****Signed:****Stand Number:** |

