TECHEX GLOBAL

FORM 1

Stand & Product Information

The completion of this form is compulsory for ALL Exhibitors

Please return this information to Stephanie Card, Operations Manager stephanie@techexevent.com

Deadline: January 30th 2026

1. Please complete the Contact Information below:

Company Name	
Stand Number	
Onsite Contact	
Onsite Contact Mobile Number	
Email Address	

2. Please confirm who will be responsible for Health & Safety matters at the event:

Name	
Position	

3. Please check the relevant boxes below:

☐ **We have a Shell Scheme stand provided by the Organiser. We have complied with the Shell Scheme Stand requirements outlined in the manual.**

☐ **We have a Space Only stand. We have provided our Method Statement, Risk Assessment and Stand Plans to Step Exbns Ltd for approval, or instructed our appointed contractors to do so.**

☐ **We have a Vehicle Display On Our Stand. We have read and understood the vehicle delivery timings & procedures and the regulations for vehicles within the exhibition hall and will supply all necessary information to Step Exbns and phil.fellows@dimeevents.com**

☐ **We intend to build within our shell stand and will forward the plans and contractor details** to **phil.fellows@dimeevents.com**

☐ **We understand and accept that we are not permitted to close off or otherwise obstruct any open side of our stand**

☐ **We have read and understood the Health & Safety Information within the Exhibitors Manual**

☐ **We have read and understood the Event Schedule & Deliveries & Access Information within the Exhibitors Manual**

☐ **We have completed a Risk Assessment for the event, where required & understand that we may be asked to supply further information if deemed necessary. We have made all stand staff aware of the risks involved in our activities and understand and accept our Duty of Care**

☐ **We have checked our contractors risk assessments and public liability insurance (If Space Only) Please provide contractors details:**

☐ **We have insurance to cover the event which includes £5 million public liability coverage. A copy of our insurance certificate has been submitted to phil.fellows@dimeevents.com**

4. Will you be having any of the following on your stand?

☐ **Background Music**

☐ **Food & Drink**

☐ **Product Demonstrations involving microphones / sound amplifiers**

If you have ticked any of the boxes above, please provide details below:

5. Will you be having any of the activities below taking place on your stand?

Live Animals
Balloons
Dangerous Exhibits (knives, weapons and tools)
Inflatable Structures
Neon Lights
Laser or High Intensity Lighting
Naked Flames
Objects of High Value (jewels etc)
Performers
Music

◯ Yes ◯ No

If Yes, please provide details below:

6. Will you be having any of the following exhibits on your stand?
Please check Yes and provide further information including product specifications / dimensions / weight where applicable.
Please also supply, as seperate documents, manufacturers / product specifications where applicable

☐ **Water Features / Water Tank(s) / Water Exhibit**

☐ **Vehicle Display**

☐ **Heavy Items which require lifting via forklift**

☐ **Temporary Structures i.e Containers**

☐ **Exhibits which require trailer delivery**

☐ **Exhibits Which Require 24 Hour Power**

☐ **Moving Machinery**

☐ **Exhibits which require temporary power to assist movement to stand**

☐ **Exhibits or pop up displays over 2.4m in height which may require the removal of fascia and ceiling grid if on a shell scheme stand.**

☐ **Exhibits which may require specialist lifting or movement e.g Hiab / Scissor Lift**

☐ **Exhibits which involve movement of water within the exhibit, or still display of same**

Please enter any further relevant information below:

Thank you for completing this form.

Save As & Return The Saved Copy To: phil.fellows@dimeevents.com

Please supply any additional information requested together with this form

Health and Safety declaration – all Exhibitors

The Health and Safety at Work Act 1974, incorporating CDM 2015

It is a condition of entry into the conference that every exhibitor, contractor, sub-contractor, supplier and his / her agents comply with the Health & Safety at Work Act 1974 (HASAWA74) and all other legislation covering the venue. The exhibitor accepts that it is his / her legal and moral responsibility to ensure his/her own and others health and safety is not put at risk by their actions (or inactions) during the conference.

To be completed and signed by a competent person as detailed in HASAWA 1974

Exhibitor	
Stand number	
Name	
Position	
Telephone	
E-mail	
On site contact name	Tel:

I confirm that we are in possession of Public Liability Insurance, in the sum of no less than £5m or equivalent in another currency.

I can confirm that our stand staff will be sufficiently instructed and aware of matters relating to Health & Safety and their duty of care, in order to carry out their tasks competently and safely.

Site Induction – CDM 2015

By signing this declaration, I am confirming that all staff employed by, or contracted to, this company who wish to access the site during the build or break phases, will have seen and understood the Venue Site Induction information, where available, and submitted the induction certificate contained in the manual to phil.fellows@dimeevents.com

Signed		Print Name	

Date	