

### **Health and Safety Guidance Notes for Indoor Exhibitors**

Given the nature of the Exhibition Hall, and the services provided by Showman's Show Contractors for the delivery of your stand, indoor exhibitors have a reduced requirement for health and safety submission of documents. As a minimum we request the follow documents to be shared.

#### **Health and Safety Policy**

A copy of your organisations Health and Safety Policy Statement, signed and dated, outlining the arrangements in place for managing and delivering health and safety. Applicable to company sizes of 5 or more people, however, best practice to have one in place.

#### **PA Testing Records**

As a general rule of thumb, we ask that all electrical devices being plugged into power supplied by the Showman's Show are PA Tested. We ask that records of this testing is shared with us prior to installation beginning, however, we understand this is not always possible for individual items and full reports may be shared instead. During installation, indoor exhibitors may be subject to random spot checks by any of the following: Showman's Show electrical contractor, Site Manager, or Event Safety Advisor.

#### **Risk Assessments and Method Statements**

For any indoor exhibitor providing their own stand infrastructure, i.e. truss systems etc., an exhibitor specific risk assessment and method statement for installation and dismantle is to be submitted. Exhibitor specific method statements detailing sequence of works being undertaken and by who.

#### **Insurances**

Proof of your Public Liability Insurance certificate or letter from a Broker confirming an in-date Policy. Minimum Policy cover for outdoor Exhibitors is £10M, with any variations on this amount assessed on a case-by-case basis. Indoor Exhibitors are exempt from this minimum amount.

**For any queries or further details on any of the information provided in this document, please contact Sophie Filer on +44 (0)  
7857 381 150**