

SOE/AAO 2011 ORDER FORMS

SERVICES AND PRODUCTS

Please complete the following order forms and return them by the due dates.

Exhibitor participation order forms marked with an asterisk * should be completed by all exhibitors.
Other forms should be completed as required.

ORDER FORM	RETURN TO	DEADLINE DATE	SUBMITTED
*Contact Details	Congrex Sweden AB	15 March 2011	
Stand Drawing Submission (free build)	Congrex Sweden AB	15 March 2011	
*Exhibitor Name Badges <i>- Will follow by email</i>	Congrex Sweden AB	3 May 2011	
*Risk Assessment	Congrex Sweden AB	8 April 2011	
Bar Code Readers	Congrex Sweden AB	3 May 2011	
Transport, Lifting, Shipping and Storage	Meritex International Freight Services Ltd	Please see Meritex Order forms	
Electrical mains	Palexpo	Please see Palexpo SHOP	
Water, waste and special services	Palexpo	Please see Palexpo SHOP	
Rigging	Palexpo	Please see Palexpo SHOP	
IT and Telecommunications	Palexpo	Please see Palexpo SHOP	
Catering	ExpoGourmet	Please see the Palexpo Catering Order form at Palexpo SHOP	

Contact Details

SOE/AO Congress 2011
Palexpo, Geneva, 4-7 June 2011

Please return by 15 March 2011

For ease of order form completion, we ask all exhibitors and/or their stand builders to complete the undernoted details. This will reduce the amount of information needed on the order forms.

EXHIBITOR

Name Stand No

Address

.....

Contact

Email

Tel No Fax No

STAND BUILDER and/or DESIGNER (if applicable)

Name

Building for Stand No

Address

.....

Contact

Email

Tel No Fax No

THIS CONTACT SHEET SHOULD BE RETURNED BY

15 MARCH 2011

CONGREX SWEDEN AB

PO Box 5619

SE-114 86 STOCKHOLM SWEDEN

TEL: + 44 7830 221032 FAX: +46 8 661 9125

EMAIL: SOE2011.INDUSTRY@CONGREX.COM

CONTACT: JO GORDON

Stand Drawing Submission – free build only stands

SOE/AAO Congress 2011
Palexpo, Geneva, 4-7 June 2011

Please return by 15 March 2011

Exhibitor Name Stand No

Contractor Name

Contact

Tel No Fax No

Email

Please attach a copy of the stand drawing and note and confirm the following:

Our stand does not exceed 2.5_m in height

✓

Our stand exceeds 2.5_m in height

(If you have ticked this box, you will need planning permission. Please see note in the technical manual.)

Please note the maximum stand height is 6 metres.

THIS ORDER MUST BE RETURNED BY

15 MARCH 2011 to:

CONGREG SWEDEN AB
PO Box 5619
SE-114 86 STOCKHOLM SWEDEN
TEL: + 44 7830 221032 FAX: +46 8 661 9125
EMAIL: SOE2011.INDUSTRY@CONGREG.COM
CONTACT: Jo GORDON

Risk Assessment

SOE/AAO Congress 2011
 Palexpo, Geneva, 4-7 June 2011

Please return by Friday 8 April 2011

SHELL SCHEME RISK ASSESSMENT

As an exhibitor you have a legal requirement to assess risks appertaining to your participation in any exhibition. This form must be completed, even if you class your stand as low risk.

This form is intended as guidance only and completion does not absolve you from your legal responsibilities or transfer them to the organisers SOE, Congress Secretariat Congrex Sweden AB.

Please read [Guidance Notes overleaf](#) before completing and returning this form.

IMPORTANT

Exhibition: SOE/AAO 2011		Return by: Friday 8 April 2011	
Exhibitor:		Stand Number:	
LIST HAZARDS: <i>See Note 1</i>		PERSONS AT RISK: <i>See Note 2</i>	
ASSESS YOUR RISK: <i>See Note 3</i>		PROBABILITY RATING: <i>See Note 3</i>	
HIGH: Probable to cause major injury		POSSIBLE:	
MED: Possible to cause minor injury requiring First Aid treatment		UNLIKELY:	
LOW: Unlikely to cause anything		REMOTE:	
HOW THE RISK IS ADEQUATELY CONTROLLED? <i>See Note 4</i>			
CONTRACTOR CONTROL: <i>See Note 5</i>			
Signed:		Position:	
PRINT (BLOCK CAPS):			
This Risk Assessment is due to be reviewed on (date here):			

Please return this form to Congrex Sweden AB by Friday 8th April 2011. Fax No. + 46 8 661 9125 Or email to soe2011.industry@congrex.com

GUIDANCE NOTES FOR SHELL SCHEME RISK ASSESSMENT

How to complete your Risk Assessment Form

All Risk Assessments should be a careful and studied examination of your activities ensuring that your build-up, the open period and breakdown are achieved safely and nothing occurs which could cause harm to any person.

The following guidelines will assist you to make a basic Risk Assessment of your activities. If you are building a large or complicated stand, or are involved in unusual activities during the exhibition, you may need to seek the assistance of a qualified Health and Safety Adjudicator.

Note 1

A hazard is anything that has the potential to cause harm, i.e., a workman falling from a ladder, dropping tools, moving large and heavy loads, etc.

Note 2

In this section you must include everyone who could be injured as a result of such activities, i.e., the workman, other people working on the stand, other exhibitors, porters moving furniture, visitors, etc.

Note 3

Your own assessment of the risks. **A risk is the likelihood of harm arising from a hazard.** Use the columns to judge the risk and tick the appropriate boxes. If both ticks are in the top boxes then you should not pursue the activity (it is too dangerous) and should seek an alternative way of completing the task. If both ticks are in the centre boxes you will need to implement some form of control. If both ticks are in the bottom boxes then it is unlikely that you will need to implement additional controls.

Note 4

You must record the steps you have taken to ensure nothing dangerous occurs. Your entry may read something like 'Use of trained and qualified staff only, rope and post area to restrict area, ensure staff trained in manual handling, etc.' (these examples are guidelines only).

Note 5

You carry some legal responsibility for any person working for you and acts or omissions. You must ensure that any contractors you use are competent and will work in a safe manner. This you may do through requesting copies of their Health & Safety policy. If they cannot supply such documentation you would be wise not to use them. Details of such checks should be entered in this box.

Risk Assessment

SOE/AAO Congress 2011
 Palexpo, Geneva, 4-7 June 2011

Please return by Friday 8 April 2011

SPACE ONLY RISK ASSESSMENT

As an exhibitor you have a legal requirement to assess risks appertaining to your participation in any exhibition. This form must be completed, even if you class your stand as low risk.

This form is intended as guidance only and completion does not absolve you from your legal responsibilities or transfer them to the organisers SOE, Congress secretariat Congrex Sweden AB.

Please read [Guidance Notes overleaf](#) before completing and returning this form.

Exhibition: SOE/AAO 2011			Return by: Friday, 8th April 2011	
Exhibitor:			Stand Number:	
DATE RA UNDERTAKEN:				
Task	Hazard <i>Step 1</i>	Who's at Risk <i>Step 2</i>	Risk Level <i>Step 3</i>	Precaution/ Control Measure(s) required <i>Step 4</i>
SIGNED:			POSITION:	
PRINT NAME: (BLOCK CAPS)				

Continue listing tasks and hazards on additional sheets, but remember that they should only be the most significant areas of risk that will be present on site, during build up, open and break down times.

Please return this form to Congrex Sweden AB by Friday 8th April 2011. Fax No. + 46 8661 9125 Or email to soe2011.industry@congrex.com

The five steps for undertaking a Space Only Risk Assessment are:

An example Risk Assessment (RA) is included overleaf for your reference. A RA can be very simple or involved depending on the complexity of the exhibition it covers. The RA must be 'suitable and sufficient' and 'should identify the significant risks arising out of work'; therefore, do not list unlikely hazards, only those which may reasonably be expected to cause harm.

Step 1: Consider the hazards: From the tasks you know that are to be undertaken (the Exhibitor can identify these from their Contractors' Method Statement) list the hazards.

Ask yourself some difficult questions. Ignoring any significant hazard in the hope that nothing will happen will often result in an accident. If all significant hazards have been addressed, then you have done everything that is reasonably practicable – it may not be possible to think of every eventuality, but you must be able to show that you have considered and taken action to eliminate or reduce the most likely hazards.

Ask yourself what plant, equipment and materials will be used? What substances being used fall under the COSHH laws? Are datasheets available? How much noise and dust will there be? Will there be vehicle movements and lifting? What fumes will there be? Are the exhibits or displays dangerous? Are the floor plan layout/stand designs safe? Are emergency exits, wider aisles or queuing areas required? Are there sufficient toilet facilities for the expected number of visitors? Is there electricity present? Is alcohol available on site? Is there work being carried out overhead height? Is there the need for late working? Is the weather or time an important factor? What hazards **does** the immediate environment pose – deep water, uneven floors, for example. Have you cash at the show or valuable items?

Ask your staff and Contractors for their observations, as they will usually have spotted things that are not immediately obvious.

Step 2: Decide who could be harmed and how: Who will be affected by the hazards identified by Step 1. Consider your employees, exhibitors and contractors, the visitors themselves. Will the general public or office staff from the venue be walking through the area? What about the disabled, or lone workers? After the show shuts for the day, can children, the young and inexperienced or vandals gain access?

Safe working depends on co-operation and communication between firms on site, so take this into account and consider necessary precautions on every aspect of the work being carried out, which include training and the provision of information.

Step 3: Evaluate the risks: Once you have considered the first two steps adequately, you can then decide on the appropriate action.

Ask yourself:

- a) Can the hazard be eliminated completely?
- b) If the risk cannot be totally removed, can it be reduced by being done in a different way?
- c) Can protective measures be taken that will protect the entire workforce on site by isolating the hazard?
- d) What measures can you put in place to control the hazard? Can a safe system of work be established?

Personal Protective Equipment (PPE): Protective clothing such as hard hats, ear defenders, etc.) should only be the last step to take and are rarely the only solution. For example, it is far better to schedule overhead work for early access whilst there are no people about in the venue, or at least suitably cordon off the area below, erect signage and ensure that the riggers on the floor use the appropriate **PPE**. Riggers working at height should wear the appropriate PPE.

Step 4: Record the findings: If you have risks present, then write down the findings in your Risk Assessment. Communicate the information to those people identified in Step 2, and record what measures you have taken to control those risks.

Step 5: Review your findings: This allows you to learn by experience and take account of any unusual conditions or changes that occur – or occurred on site.

Shortly after the show, ask yourself some hard-hitting questions: Were the control measures you implemented effective? How many accidents or near misses occurred? Have your contractors brought new plant and equipment since the last Risk Assessment? Have you taken on new or young and inexperienced staff, appointed new contractors or sold space to new exhibitors? Has the venue changed?

Establishing what went wrong and what went right will help in managing your show all the more effectively next time.

Notes

The form overleaf is included as an example of the way a Risk Assessment can be set out and the information recorded.

A **SIGNIFICANT RISK** can be defined as a hazard that will more than likely cause harm or injury.

A **SAFE SYSTEM OF WORK** can be defined as 'The integration of personnel, articles and substances in a suitable environment and workplace to produce and maintain an acceptable standard of safety.'

SOE/AAO Congress 2011 Palexpo, Geneva, 4-7 June 2011

Please return by Tuesday, 3 May 2011

To hire one or more bar code readers, please complete this order form and return to Congrex as soon as possible. The deadline for receipt of orders is Friday, 6 May 2011, after which delivery on site cannot be guaranteed. The data sent to you after the Congress will be sent via email and can be either in PC-CSV or PC Excel format. You will receive the name and demographic data that has been received by the secretariat.

It is vital that you enter ALL of the required information on both pages to hire the readers.

Name

Company

Address

.....

Tel No **Fax No**

Contact (on-site)

Email

Stand Number

Number of bar code readers required **x €295.00**
 (Total per reader = €295.00)

Total Due **€ EURO**

Email for delivery of data after the Congress

Format required

- PC CSV
- PC Excel Spreadsheet

Payment

✓

I enclose a cheque/bankers draft in EUROS, made payable to Congrex, for the total amount due, including VAT. Please send me an invoice for the above amount.

I would like to pay with MasterCard/Visa for the total amount due, including VAT. For your security, we do not accept your credit card details via email, fax or phone. You will receive a link, via email, which will direct you to the official secure payment gateway (DIBS). You should expect to receive an email which will detail your account overview and include the secure link for payment.

**SOE/AAO Congress 2011
Palexpo, Geneva, 4-7 June 2011**

Please return by Tuesday, 3 May 2011

Disclaimer

In the event that your bar code reader becomes damaged or is lost, you will be liable for a charge. You are required to return your bar code reader each evening at the latest 30 minutes after the exhibition closes. Should you not meet this requirement, we cannot guarantee the battery life and data integrity in the bar code reader. Should any data be lost or corrupted for any other reason, you will be refunded the hire for the day of the incident.