

***This form will be used for all 2010 shows unless a new form is submitted before the next Mechanex your company attends***

FORM 3

**MECHANEX**

**IMPORTANT**

**Risk Assessment Exemption – SHELL SCHEME EXHIBITORS ONLY**

All exhibitors with Space only stands are required to submit a risk assessment and method statement on their stand construction. **Shell scheme exhibitors may obtain exemption from the above by completing and returning the details below.** Please note that the organisers do retain the right to demand a full risk assessment if deemed necessary.

Company Name: .....

Stand No: .....

Will any items displayed go above 2.5 meters high? Yes / No

If yes then confirm height of stand (**maximum height available = 4m**) .....

Please describe the items to be displayed on your stand and include information on any demonstrations that may be given:

.....  
.....  
.....

Will there be any electrical appliances on your stand? Yes / No

If yes, please list and confirm if they have been tested to comply with the Electricity at Work Regulations 1989:

.....  .....   
.....  .....   
.....  .....

Will your stand, or any items displayed on it, give rise to any potential risk to staff, contractors or visitors? Yes / No

Please identify potential risks ie demonstrations:

.....  
.....  
.....

I confirm that the above information supplied is accurate and that the items on display for the above stand, and the construction process, represent only a very minimal risk to health and safety of staff, contractors and visitors to the exhibition.

Signed: ..... Print Name: .....

Job Title: ..... Date: .....

Please complete and return this form by Friday 16<sup>th</sup> April to:

Kirstin Eldridge, Mechanex, Regal House, Regal Way, Watford, Herts, WD24 4YF  
Email: [kirstineldridge@supanet.com](mailto:kirstineldridge@supanet.com) Tel: 01494 714599 Fax: 01923 246901