

DEADLINE FRIDAY 11 September 2026

Exhibition:	Stand name & number:
Name of person responsible for health & safety:	Work no: Mobile no: Email:

Exhibitor's Responsibilities

An exhibition stand is a workplace covered by health and safety legislation. As the exhibitor it is your responsibility to ensure that a suitable and sufficient risk assessment is completed. Failure to do so could lead to delays or ultimately the closure of your stand.

This template is for a simple shell scheme exhibition stand which does not require any structural approval from the organiser or the venue. More complex stands will require a more detailed risk assessment and if you are in any doubt you should contact the organiser.

Does your stand include any of the following? If so you must complete the attached risk assessment for simple stands:

	Yes/No
Display of anything containing liquid fuel, eg a motor vehicle	
Display of sharp objects, weapons (even replica weapons)	
Demonstrations of any kind	
Working electrical appliances other than simple display lighting	
Food service/preparation of any kind other than sweets, snacks and soft drinks	
Heat source of any kind including cooking demonstrations, naked flame, such as candles or gel burners	
Pressurised gases	
Working machinery of any kind, even if static	
Any other hazard not identified above which could be a risk	

This is not an exhaustive list. You are responsible for identifying any aspect of your stand which could present a hazard.

If you have answered NO to all of the above, complete read the information on this page and sign below. If you have answered YES to any of the above, complete the risk assessment for simple stands.

We have trained and made our stand staff aware of the potential risks present on site. Our exhibits, demonstrations and work practices cause NO HAZARDS to either ourselves or others on site:

I declare that to the best of my knowledge there are no significant risks relating to this stand. I have read and understood the health and safety information in this manual.

Signed:	Name:	Date:
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Risk Assessment Form for Simple Stands

Event:	Stand name & no:
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Risk:

Who could be harmed:

Control measures in place:

To the best of my knowledge the information provided is correct. The control measures in place control the risk to an acceptable degree

Signed:	Name:	Date:
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PLEASE NOTE:

This is a very basic risk assessment format for simple risks only. Multiple or complex risks will require a more detailed risk assessment, so please contact bethany.jones@infopro-digital.com