

# Toolfair & Elex

## IMPORTANT - SPACE ONLY EXHIBITORS STAND DESIGNER/CONTRACTOR DETAILS

Due to new Health & Safety Regulations recently introduced it is now necessary for space only exhibitors to supply a risk assessment, method statement and a plan of their stand.

Please complete the following information: -

***Exhibiting company's details:***

COMPANY NAME: .....

CONTACT: ..... STAND NO: .....

TEL: ..... FAX: .....

EMAIL: .....

**Stand Designer/Contractor details:**

Please list the company name of any contractors working on the build-up of your stand:

COMPANY NAME: .....

ADDRESS: .....

.....

.....

TEL: ..... FAX: .....

CONTACT: ..... STAND NO: .....

EMAIL: .....

Please complete and return this form with **two** copies of your Risk Assessment, Method Statement and Stand Plan to:

Kirstin Eldridge  
Toolfair & Elex  
Regal House  
Regal Way  
Watford  
Herts  
WD24 4YF

Tel: 01494 714599 Email: [kirstineldridge@supanet.com](mailto:kirstineldridge@supanet.com)

**Before Friday 25<sup>th</sup> August**