

**Anti-Counterfeit and Currency Expo 2018**  
Booth Information Form – Mandatory

*To be completed by all exhibitors and submitted by Friday 12 October 2018 to [caroline.pepper@elite-exhibitions.com](mailto:caroline.pepper@elite-exhibitions.com)*

Company Name	
Booth Number	
Onsite Contact	
Email address	
Telephone	

Please confirm who will be responsible for health and safety matters at the event:

Name	
Position	

Our space dimensions are: \_\_\_\_\_ Deep x \_\_\_\_\_ Wide = \_\_\_\_\_ square feet

**Booth Build - Please check the relevant box:**

- We have ordered a GES booth package. We have trained and made our staff aware of the potential risks present onsite and will copy them in with safety regulations.
- We will bring a pop up booth. We have trained and made our staff aware of the potential risks present onsite and will copy them in with safety regulations.
- We have a SPACE ONLY booth and will be appointing a contractor (EAC) to build our booth. We have trained and made our staff aware of the potential risks present onsite and will copy them in with safety regulations. Attached to this form is a copy of our booth design including aerial and frontal views showing build heights.
- We have checked our EAC insurance and risk assessment (If Space Only)
- We have a SPACE ONLY booth and will be building our own booth. We have trained and made our staff aware of the potential risks present onsite and will copy them in with safety regulations. Attached to this form is a copy of our booth design including aerial and frontal views showing build heights.

**Note:** Space only exhibitors may only begin booth construction after submitting a detailed sketch of the booth and receiving written confirmation from the Show Management. This confirmation does not release exhibitors from the observance of the relevant rules and regulations but states that the Show Management have no objections in the context of stand design. If requested to do so by the Show Management, exhibitors are obliged to submit any additional required information relating to the stand design or build, immediately.

**All exhibitors to confirm:**

- We have read and understood the Health & Safety Information within the Exhibitor information.
- We are aware that as exhibitors we are responsible for the compliance of the rules and regulations. We will supervise the booth construction personnel we have commissioned and other personnel working on our behalf in order to ensure their compliance with the rules and regulations.
- Our exhibits, demonstrations and work practices cause NO HAZARDS to either ourselves or others onsite.
- We have insurance to cover the event which includes \$2 million general/public liability coverage

**Will you be having any of the following on your booth?**

- Background music
- Food and drink
- Demonstrations
- Animals
- Vehicles
- Water equipment and features
- Special effects
- Weapons
- Working machinery

If you have ticked any of the boxes above, please detail this below

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