

EVENT ORGANISERS QUESTIONNAIRE

TO BE ANSWERED BY FIRMS IN ORGANISING EVENTS

1a) Do you undertake the installation of onsite or pre-assembled stands or other exhibition or event equipment, furniture, fixtures and fittings, stock or materials? **YES/NO**

b) If yes, do you sub-contract this work, to third party contractors and do you regularly use such sub-contractors? **YES/NO**
If yes, please give details of those sub-contractors and provide a copy of the standard terms and conditions

c) Do you have a hold harmless agreement, with regard to damage to third party property or injury or mental stress to individuals that are not employed or under a contract to you, to provide services? **YES/NO**

2a) Do you hire in equipment, furniture, fixtures and fittings, stock or materials? **YES/NO**

b) If so, do you accept contractual responsibility for or do you have operatives onsite to ensure their satisfactory operation? **YES/NO**
If you do accept responsibility, what measures do you undertake, to ensure that claims do not occur?

c) Do you design, give advice or provide specifications in respect of equipment, furniture, fixtures and fittings, stock or materials supplied? **YES/NO**
If yes, please provide full details

3a) Are you responsible for sub-contractors working at height?

YES/NO

b) If yes, what steps do you undertake, to ensure that these operatives have the required experience and are properly trained to undertake such tasks?

c) Do you ensure that risk assessments have been carried out, and formally documented, to ensure that safe working procedures have been produced?

YES/NO

4 Do you ensure that any sub-contractors have adequate insurance in place, to ameliorate any claims made, in respect of their activities?

YES/NO

If no, please provide explain

5 Do or have you:

a) provided design, advice or specification in connection with products/good supplied?

YES/NO

If yes, please provide details

b) supplied products/goods, directly or indirectly to the USA/Canada ?

YES/NO

If yes, please provide details

c) supplied products/goods for the nuclear, aerospace, marine or offshore industries?

YES/NO

6 Please state the extent of the experience, of your staff, in this specialist area, including training, any specific qualification or courses attended and length of practical time involved.

Signed:

Dated: