



**IEEE International Conference on  
Communications**

**8<sup>th</sup> to 12<sup>th</sup> June 2015**

**International Conference Centre, ExCel,  
London, UK**

**Exhibition Order Forms**

## ORDER FORM CHECKLIST

Please complete the following order forms and return them by the due dates.

**Exhibitor participation order forms marked with an asterisk \* should be completed by all Exhibitors.** Other forms should be completed as required.

ORDER FORM	RETURN TO	DEADLINE	✓
* Contact Details	lara.taglienti@zibrant.com	<b>Monday 4 May</b>	
* Exhibition Catalogue Editorial	qinxin.liu08@imperial.ac.uk	<b>Monday 4 May</b>	
* Risk Assessment – Shell Scheme	lara.taglienti@zibrant.com	<b>Monday 4 May</b>	
* Risk Assessment – Space Only	lara.taglienti@zibrant.com	<b>Monday 4 May</b>	
* Stand Drawing Submission <b>(space only stands)</b>	lara.taglienti@zibrant.com	<b>Monday 4 May</b>	
* Vehicle scheduling <b>(space only stands)</b>	lara.taglienti@zibrant.com	<b>Monday 4 May</b>	
Wired Internet Connection	ExCel	<b>Monday 4 May</b>	
* Shell Scheme Name Panel	Full Circle	<b>Monday 18 May</b>	
Shell Scheme Accessories	Full Circle	<b>Monday 18 May</b>	
Electrical Equipment	Full Circle	<b>Monday 18 May</b>	
Floor covering	Full Circle	<b>Monday 18 May</b>	
Furniture to stands	Concept Furniture	<b>Monday 18 May</b>	
Freight handling and delivery	GES	<b>Monday 18 May</b>	
Floral Displays	Oldacre	<b>Monday 18 May</b>	

IEEE ICC 2015  
 c/o Zibrant Ltd  
 3 Jubilee Way, Euro Centre, Whitstable Road, Faversham, ME13 8GD  
 Tel: +44 (0)8434 798 888  
 Email: lara.taglienti@zibrant.com  
 Contact: Lara Taglienti

# 1. CONTACT DETAILS

**Please return by Monday 4 May 2015**

For ease of Order Form completion, all Exhibitors and, where applicable, their stand builders and designers, are asked to provide the undernoted information. This will reduce the amount of information needed on the Order Forms.

## EXHIBITOR

Company Name \_\_\_\_\_ Stand No \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Contact \_\_\_\_\_

Email \_\_\_\_\_

Tel No \_\_\_\_\_ Fax No \_\_\_\_\_

**AND / OR**

## STAND BUILDER and/or DESIGNER (if applicable)

Company Name \_\_\_\_\_

Building for \_\_\_\_\_ Stand No \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Contact \_\_\_\_\_

Email \_\_\_\_\_

Tel No \_\_\_\_\_ Fax No \_\_\_\_\_

\_\_\_\_\_

**To Be Returned By: Monday 4 May 2015**

IEEE ICC 2015  
c/o Zibrant Ltd  
3 Jubilee Way, Euro Centre, Whitstable Road, Faversham, ME13 8GD  
Tel: +44 (0)8434 798 888  
Email: lara.taglienti@zibrant.com  
Contact: Lara Taglienti



### 3. RISK ASSESSMENT – SHELL SCHEME

**ONLY COMPLETE IF YOU HAVE OPTED FOR A SHELL SCHEME STAND**

**Please return by 4 May 2015**

As an Exhibitor you have a legal requirement to assess risks appertaining to your participation in any exhibition. This form must be completed, even if you class your stand as low risk. This form is intended as guidance only and completion does not absolve you from your legal responsibilities or transfer them to IEEE ICC 2015 or Zibrant Ltd.

**Please read Guidance Notes below before completing and returning this form.**

<b>EXHIBITION: IEEE ICC 2015</b>		<b>Return by: Monday 4 May 2015</b>	
<b>EXHIBITOR:</b>		<b>STAND NUMBER:</b>	
<b>LIST HAZARDS:</b> <i>See Note 1</i>		<b>PERSONS AT RISK:</b> <i>See Note 2</i>	
<b>ASSESS YOUR RISK:</b> <i>See Note 3</i>		<b>PROBABILITY RATING:</b> <i>See Note 3</i>	
HIGH: Probable to cause major injury		POSSIBLE:	
MED: Possible to cause minor injury requiring First Aid treatment		UNLIKELY:	
LOW: Unlikely to cause harm		REMOTE:	
<b>HOW IS THE RISK ADEQUATELY CONTROLLED?</b> <i>See Note 4</i>			
<b>CONTRACTOR CONTROL:</b> <i>See Note 5</i>			
<b>SIGNED:</b>		<b>POSITION:</b>	
<b>PRINT NAME (BLOCK CAPS):</b>			

\* Please tick the box to confirm that you have the relevant insurance documentation and will ensure a copy is brought onsite.

**To Be Returned By: Monday 4 May 2015**

IEEE ICC 2015  
c/o Zibrant Ltd  
3 Jubilee Way, Euro Centre, Whitstable Road, Faversham, ME13 8GD  
Tel: +44 (0)8434 798 888  
Email: lara.taglienti@zibrant.com  
Contact: Lara Taglienti

# GUIDANCE NOTES for SHELL SCHEME RISK ASSESSMENT

## How to complete your Risk Assessment Form

A Risk Assessment should be a careful and studied examination of your activities ensuring that your build-up, the open period and breakdown are achieved safely and nothing occurs which could cause harm to any person.

The following guidelines will assist you to make a basic Risk Assessment of your activities. If you are building a large or complicated stand, or are involved in unusual activities during the Exhibition, you may need to seek the assistance of a qualified Health and Safety Adjudicator.

### **Note 1**

A hazard is anything that has the potential to cause harm, i.e., a workman falling from a ladder, dropping tools, moving large and heavy loads, etc. If you believe there to be no risk please state this.

### **Note 2**

In this section you must include everyone who could be injured as a result of such activities, i.e., the workman, other people working on the stand, other exhibitors, visitors, porters moving furniture, etc.

### **Note 3**

Your own assessment of the risks. **A risk is the likelihood of harm arising from a hazard.** Use the columns to judge the risk and tick the appropriate boxes. If both ticks are in the top boxes then you should not pursue the activity (it is too dangerous) and should seek an alternative way of completing the task. If both ticks are in the centre boxes you will need to implement some form of control. If both ticks are in the bottom boxes then it is unlikely that you will need to implement additional controls.

### **Note 4**

**You must record the steps you have taken to ensure nothing dangerous occurs. Your entry may read something like 'Use of trained and qualified staff only, rope and post area to restrict area, ensure staff trained in manual handling, etc' (these examples are guidelines only).**

### **Note 5**

You carry some legal responsibility for any person working for you and acts or omissions. You must ensure that any contractors you use are competent and will work in a safe manner. This you may do through requesting copies of their Health & Safety policy. If they cannot supply such documentation you would be wise not to use them. Details of such checks should be entered in this box.

## 4. RISK ASSESSMENT – SPACE ONLY

**ONLY COMPLETE IF YOU HAVE OPTED FOR A SPACE ONLY STAND**

**Please return by Monday 4 May 2015**

As an Exhibitor you have a legal requirement to assess risks appertaining to your participation in any exhibition. This form must be completed, even if you class your stand as low risk. This form is intended as guidance only and completion does not absolve you from your legal responsibilities or transfer them to the ISCoS ASIA 2015.

***Please read Guidance Notes below before completing and returning this form.***

<b>EXHIBITION: IEEE ICC 2015</b>		<b>Return by Monday 4 May 2015</b>		
<b>EXHIBITOR:</b>		<b>STAND NO:</b>		
<b>DATE RISK ASSESMENT UNDERTAKEN:</b>				
<b>Task</b>	<b>Hazard</b>	<b>Who's at Risk</b>	<b>Risk Level</b>	<b>Precaution/ Control Measure(s) required</b>
<b>SIGNED:</b>		<b>POSITION:</b>		
<b>PRINT NAME:</b> (BLOCK CAPS)				

Continue listing tasks and hazards on additional sheets, but remember that they should only be the most significant areas of risk that will be present on site, during build up, open and break down times.

**To Be Returned By: Monday 4 May 2015**

IEEE ICC 2015  
c/o Zibrant Ltd  
3 Jubilee Way, Euro Centre, Whitstable Road, Faversham, ME13 8GD  
Tel: +44 (0)8434 798 888  
Email: lara.taglienti@zibrant.com  
Contact: Lara Taglienti

## The five steps for undertaking a Risk Assessment are:

A RA can be very simple or involved depending on the complexity of the exhibition it covers. The Law states that any RA must be 'suitable and sufficient' and 'should identify the significant risks arising out of work'; therefore, do not list unlikely hazards, only those which may reasonably be expected to cause harm.

**Step 1: Consider the hazards:** From the tasks you know that are to be undertaken (the Exhibitor can identify these from their Contractors' Method Statement) list the hazards.

Ask yourself some difficult questions. Ignoring any significant hazard in the hope that nothing will happen will often result in an accident. If all significant hazards have been addressed, then you have done everything that is reasonably practicable – it may not be possible to think of every eventuality, but you must be able to show that you have considered and taken action to eliminate or reduce the most likely hazards.

Ask yourself what plant, equipment and materials will be used? What substances being used fall under the COSHH laws? Are datasheets available? How much noise and dust will there be? Will there be vehicle movements and lifting? What fumes will there be? Are the exhibits or displays dangerous? Are the floor plan layout/stand designs safe? Are emergency exits, wider aisles or queuing areas required? Is there electricity present? Is alcohol available on site? Is there work being carried out over head-height? Is there the need for late working? Is the weather or time an important factor? What hazards **does** the immediate environment pose – deep water, uneven floors, for example. Have you cash at the show or valuable items?

Ask your staff and contractors for their observations, as they will usually have spotted things that are not immediately obvious.

**Step 2: Decide who could be harmed and how:** Who will be affected by the hazards identified by Step 1. Consider your employees, exhibitors and contractors, and the visitors themselves. Will the general public or office staff from the venue be walking through the area? What about the disabled, or lone workers?

Safe working depends on co-operation and communication between firms on site, so take this into account and consider necessary precautions on every aspect of the work being carried out, which include training and the provision of information.

**Step 3: Evaluate the risks:** Once you have considered the first two steps adequately, you can then decide on the appropriate action.

Ask yourself:

- a) Can the hazard be eliminated completely?
- b) If the risk cannot be totally removed, can it be reduced by being done in a different way?
- c) Can protective measures be taken that will protect the entire workforce on site by isolating the hazard?
- d) What measures can you put in place to control the hazard? Can a safe system of work be established?

Personal Protective Equipment (PPE): Protective clothing such as hard hats, ear defenders, etc. should only be the last step to take and are rarely the only solution. For example, it is far better to schedule overhead work for early access whilst there are no people about in the venue, or at least suitably cordon off the area below, erect signage, and ensure that the riggers on the floor use the appropriate PPE. Riggers working at height should wear the appropriate PPE.

**Step 4: Record the findings:** If you have risks present, then write down the findings in your Risk Assessment. Communicate the information to those people identified in Step 2, and record what measures you have taken to control those risks.



**Step 5: Review your findings:** This allows you to learn by experience and take account of any unusual conditions or changes that occur – or occurred on site.

Shortly after the show, ask yourself some hard-hitting questions: Were the control measures you implemented effective? How many accidents or near misses occurred? Have your contractors brought new plant and equipment since the last Risk Assessment? Have you taken on new or young and inexperienced staff, appointed new contractors, or sold space to new exhibitors? Has the venue changed?

Establishing what went wrong and what went right will help in managing your show all the more effectively next time.

### **Notes**

The form above is included as an example of the way a Risk Assessment can be set out and the information recorded.

A **SIGNIFICANT RISK** can be defined as a hazard that will more than likely cause harm or injury.

A **SAFE SYSTEM OF WORK** can be defined as 'The integration of personnel, articles and substances in a suitable environment and workplace to produce and maintain an acceptable standard of safety.'

## 5. STAND DRAWING SUBMISSION (SPACE ONLY)

**ONLY COMPLETE IF YOU HAVE OPTED FOR A SPACE ONLY STAND i.e. not shell scheme**

**Please return by Monday 4 May 2015**

Company Name \_\_\_\_\_ Stand No \_\_\_\_\_

Stand Builder and / or Designer \_\_\_\_\_

Contact \_\_\_\_\_

Email \_\_\_\_\_

Tel No \_\_\_\_\_ Fax No \_\_\_\_\_

It is important that we receive electronic copies of your stand drawings by the above due date. The organisers and the venue must approve your stand design. Please note and confirm the following:

- We enclose 2 copies of our stand design drawing

- Our stand does not exceed 2.5m (8') in height

- Our stand exceeds 2.5m (8') in height

*If you have ticked this box, please contact the Exhibition Organisers immediately.*

- Our stand incorporates closed rooms/theatres/covered ceilings:  
We enclose two additional stand design drawings

- Our stand has a raised platform of more than 600mm: we enclose two additional stand design drawings

---

**To Be Returned By: Monday 4 May 2015**

IEEE ICC 2015  
c/o Zibrant Ltd  
3 Jubilee Way, Euro Centre, Whitstable Road, Faversham, ME13 8GD  
Tel: +44 (0)8434 798 888  
Email: lara.taglienti@zibrant.com  
Contact: Lara Taglienti

## 6. VEHICLE SCHEDULING – FOR FREE SPACE STAND BUILDERS ONLY

**Please return by Monday 4th May 2015**

Company Name \_\_\_\_\_ Stand No \_\_\_\_\_

Stand Builder and / or Designer \_\_\_\_\_

Contact \_\_\_\_\_

Email \_\_\_\_\_

Tel No \_\_\_\_\_ Fax No \_\_\_\_\_

Type of stand (✓)                       space only                       shell scheme

Please indicate your first, second and third choice for access to the loading area during the exhibition build days:

Date Monday 8 <sup>th</sup> June	Time	(✓) 1 <sup>st</sup> Preference	(✓) 2 <sup>nd</sup> Preference	(✓) 3 <sup>rd</sup> Preference
	08.00 – 08.30			
	08.30 – 09.00			
	09.00 – 09.30			
	09.30 – 10.00			
	10.00 – 10.30			
	10.30 – 11.00			
	11.00 – 11.30			
	11.30 – 12.00			
	12.00 – 12.30			
	12.30 – 13.00			
	13.00 – 13.30			
	13.30 – 14.00			
Build must be complete	14.00 – 14.30			
Stand dressing only after this time	14.30 – 15.00			
	15.00 – 15.30			
	15.30 – 16.00			
	16.00 – 16.30			
Stand Dressing Completed	16.30 – 17.00			
	17:00 – 17:30			
Exhibition opens at 18:00	17:30 – 18:30			

<b>Estimated time to unload the vehicle</b> (Please try to restrict this to 30 minutes)	
<b>Registration Number</b>	
<b>Size/Type of Vehicle</b>	

If you are using more than one vehicle, please photocopy this form and complete one form per vehicle. Unloading times will be confirmed upon receipt of form.

**Note:** Drivers must accept the instructions of traffic controllers/security staff at all times.  
**Important:** Forms must be returned by the specified date to be included in the vehicle schedule.

**To Be Returned By: Monday 4 May 2015**

IEEE ICC 2015  
c/o Zibrant Ltd  
3 Jubilee Way, Euro Centre, Whitstable Road, Faversham, ME13 8GD  
Tel: +44 (0)8434 798 888  
Email: lara.taglienti@zibrant.com  
Contact: Lara Taglienti