

**CONTRACTOR ENTRY BADGES**

*To reach BDTA by 20<sup>th</sup> August 2010*

To: The British Dental Trade Association  
 Mineral Lane  
 CHESHAM  
 Buckinghamshire  
 HP5 1NL  
  
 FAX: 01494 786659

**BDTA Dental Showcase 2010**

**PLEASE NOTE THAT THIS FORM SHOULD BE COMPLETED AND RETURNED BY THE CONTRACTOR (NOT THE EXHIBITOR). EXHIBITORS SHOULD THEREFORE FORWARD THIS FOR COMPLETION AS SOON AS THE CONTRACTOR IS APPOINTED.**

With reference to clause 2.15 please send me..... Contractor Badges

NAME (please print) .....

CONTRACTOR .....

ADDRESS .....

EXHIBITOR ..... STAND NO .....

SIGNED ..... DATE .....

**CONTRACTORS SHOULD TAKE NOTE OF THE FOLLOWING EXTRACTS FROM THE EXHIBITOR MANUAL. BADGES WILL NOT BE ISSUED UNTIL ALL DOCUMENTATION HAS BEEN SUBMITTED**

**2.15 CONTRACTORS' BADGES**

*Security staff are instructed to refuse access to the halls to those without an official exhibition badge and for their own convenience Contractors should ensure that these badges are worn at all times. The application form for Contractor Badges must be returned by the due date. Exhibitors should not apply for Contractor Badges. Contractors must obtain these directly from the Organiser.*

**4.1.4 WRITTEN DOCUMENTATION**

*Written Health & Safety documentation (see 4.4.2 below) must be submitted to Plancourt Limited by **30<sup>th</sup> July 2010** by all Contractors. Access to the Hall will be prohibited until these legal requirements are met and badges for Contractors will not be issued until all documentation has been submitted. (see below for Plancourt contact details)*

**4.4.2 RISK ASSESSMENTS**

*Each contractor must complete and submit a Method Statement and Risk Assessment to Plancourt Limited, a copy of which must be available on the stand for inspection at all times during the build up and breakdown of the exhibition. **The Safety Officer will carry out inspections to ensure that these regulations are being complied with and has authority to exclude contractors from the Exhibition Hall where insufficient information is provided.** If contractors are unfamiliar with these regulations or are uncertain of what is required they should contact Plancourt Limited. A leaflet entitled "Five Steps to Risk Assessment" (reference INDG163 (rev2)) is available from HSE Books and single copies are available free by phoning 01787 881165. This incorporates report sections that can be completed step by step and is highly recommended as an easy to follow method of preparing a Risk Assessment. The leaflet can also be downloaded from HSE's website: [www.hse.gov.uk/pubns/indg163.pdf](http://www.hse.gov.uk/pubns/indg163.pdf) and a talking leaflet is also available from [www.hse.gov.uk/pubns/tlindex](http://www.hse.gov.uk/pubns/tlindex)*

**4.13 ALCOHOL**

The consumption of alcohol by contractors during build-up and breakdown is strictly prohibited and any contractors found with alcohol, or in an intoxicated state, will be removed from site with immediate effect. Any consequential costs incurred by the Organiser in respect of the dismantling/disposing of stand structures, equipment or other items will be charged to the exhibitor.

**4.14 LANGUAGE**

European or other non-British contractors must ensure that at least one member of the contractor's team is sufficiently fluent in English to understand and respond to instructions from the Organiser, the Safety Officer or other authority.

**4.15 WORKING TIME DIRECTIVE**

Several contractors at recent shows have been found to be working excessive hours. Especially in respect of large and/or complex stands, consideration must be given during the planning stage to the length of time required to build and break down the stand. **If this is likely to exceed the allowed working time guidelines contractors must provide sufficient staff to operate a shift style system.** The Organiser recognises that there is a 'duty of care' to all contractors working at BDTA Dental Showcase and there will therefore be a **maximum of 14 hours permitted per shift.** Should a contractor be found to be in breach of these requirements and is in consequence stopped from working their stand might not be completed in time for the opening of the exhibition.

**Contractors are also reminded that working outside the Hall Open Periods will result in late working charges being imposed by the venue.**

**5.3.5 PLANS, ELEVATIONS & CONSTRUCTIONAL DETAILS**

Complete details accompanied by two (2) copies of dyeline or better quality plans and elevations **to a scale not less than 1:33** shall be submitted to Plancourt Limited to arrive **not later than 30<sup>th</sup> July 2010.** All plans and documents must be submitted in English. Photographs, faxed drawings or drawings relating to other exhibitions are not acceptable. **Drawings will also be accepted by e-mail in either pdf or dwg format.** Details must include

- a) Full dimensions.
- b) Copy of the Risk Assessment prepared by the appointed contractor.
- c) Copy of the contractor's Employer's and Public Liability Insurances.
- d) Locations of the name of the exhibitor.
- e) Locations of the stand identification letter and number. These must be displayed and be clearly visible from all sides of the stand. The stand number (with block letter) should be in white Helvetica Medium to a minimum height of 75mm, displayed on a blue background (Pantone ref. 286).

The plans must be approved in writing **BEFORE ANY WORK IS PUT IN HAND.** The decision on acceptability of design, construction, and materials is vested in the Organiser whose ruling will be impartial and final.

Contractors are required to ensure that stands are built fully in accordance with approved drawings. Upon completion of the stand the supervisor or foreman is required to "sign off" the construction by completing and submitting to the Organiser's Office the Stand Completion Certificate, copies of which are available from Plancourt Limited. The contractor must remain on site until the stand construction has been inspected and approved by the appointed Structural Engineer and/or by the Safety Officer. Failure to comply with these requirements may result in the exhibitor being denied access to their stand.

The above documentation should be sent to:

Plancourt Limited  
8 Crucifix Lane  
LONDON  
SE1 3JW

Tel: 020 7407 7487  
Fax: 020 7407 7497  
E.mail: [plancourt@sutherlandsmith.co.uk](mailto:plancourt@sutherlandsmith.co.uk)

A complete copy of the Exhibitor Manual can be downloaded from the website [www.dentalshowcase.com](http://www.dentalshowcase.com)

**PLEASE KEEP A COPY FOR YOUR RECORDS**