

EQUIPMENT DECLARATION FORM

Every exhibiting company must complete this form even if they do not have machinery on their stand. In addition all exhibitors have a legal requirement to ensure that they have undertaken and submitted a risk assessment and have notified us they have insurance.

Company: Stand No:

First Name:

Last Name:

Email Address:

SECTION A

Will you have equipment on your stand? Please tick

- Yes
 No (if no go to section B)

Will your equipment be full working machinery? Please tick

- Display only
Short Description
(if Display Only go to section B)

- Working Machinery on Display

Short Description

Please tick any of the following machinery you intend to bring to the event:

- Non CE marked equipment
 Electromagnetic or ionizing radiation
 Laser device
 Hazardous products (see list of symbols below)
 Air compressor
 X Ray
 None of the above

Other, please specify

Safety of Machinery Exhibits

If you have ticked any of the above boxes, we consider your machines to be of high risk and you must seek and receive approval from the organisers prior to arriving on-site. Where possible can you please send pictures / diagrams / weblinks of this equipment. Please forward your risk assessment and any further relevant information to our operations department.

General - all machines:

Whether working or not, machinery must comply with the EU Machinery Directive 2006/42/EC (an EC Declaration of Conformity or Incorporation must have been signed for the product). Where machinery does not comply, a notice must be displayed stating that the machine does not conform and cannot be made available until it has been brought into conformity. In this case special precautions must be taken to ensure the safety of exhibition visitors and others, and details must be provided to the organisers.

Particular types of exhibit requiring special attention:

1. X-ray: All normal screening and guarding must be in place during demonstrations. There must be daily checks above the background level indicating leakage.
2. Lasers: Class 1 or 2 as demonstrated. If class 2, avoidance of reflective surfaces.
3. Robots including hexapod type: apertures for conveyors etc to be blocked off or restricted by guarding in accordance with item 5 below, to prevent access to robot pick/place points and other hazards through apertures.
4. Hazardous products - [see the list of symbols here.](#)

SECTION B

Please confirm

I have read and understood the above regulations and will be sending a risk assessment along with any other required documents if necessary.