

PMG CONFERENCE 2018 RISK ASSESSMENT

Event: PMG Conference 2018	Event Dates: 23/07/18 – 25/07/18	Venue/Location: Manchester Central, Manchester
Company Name: <i>VIDA from Leckey.</i>	Stand Number: <i>25.</i>	Contracted Stand Builder: <i>Anchor Exhibitions (if using provided shell scheme)</i>
Contractor's Details: <i>Anchor Exhibitions Limited 2 Cedar Court   Grove Road   Burbage   Leicestershire LE10 2AE; +44 (0)145 5612 341 ; admin@anchor-exhibitions.co.uk (if using provided shell scheme, please also include any other relevant contractors)</i>		
Stand Manager: <i>MARTIN BENNIE</i>	<i>CHRISTINA PAULSEN.</i>	Email: <i>christina.paulsen@leckey.com.</i>

Hazard	Who is Affected	Level of Risk	Precautions/Actions	Further Action
<i>N/A.</i>	<i>N/A</i>	<i>N/A.</i>	<i>N/A.</i>	<i>N/A.</i>

ASSESSMENT BY: *CHRISTINA PAULSEN.*

SIGNATURE: *C. Paulsen.*

DATE: *25/06/18.*

## Health and Safety and Insurance Declaration

(to be completed by all Exhibitors)

Company Name

VIDA from Leckey.

Stand No

25

The Health and Safety at Work Act, etc, 1974 (HASAWA74)

It is a condition of entry into the exhibition that every Exhibitor, Contractor, sub-Contractor, supplier and their agents comply with the HASAWA74 and all other legislation covering the venue. The Exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others' health and safety is not put at risk by their actions (or inactions) throughout tenancy. The exhibitor confirms that its staff will be sufficiently instructed and trained in relevant matters in order to carry out their tasks competently:

☒ We are **SHELL SCHEME** and are using the PMG recommended contractors. We have trained and made our stand staff aware of the potential risks present onsite and we will copy them in with any additional safety information. We will complete and return a risk assessment by Friday 22 June. Any significant risks caused by our exhibits, demonstrations and work practises to either ourselves or others onsite are detailed on the form OR if our exhibits, demonstrations and work practises cause NO HAZARD to either ourselves or others onsite our risk assessment form will be marked clearly 'NO/ONLY LOW RISKS'

☐ We are **SPACE ONLY**. My principal contractor(s) (named below) has undertaken a specific Risk Assessment for this event in accordance with the HASAWA74. They have trained and notified their staff and sub-contractors in all such areas identified as being of risk. A copy will be forwarded to the Organisers by Friday 22 June.

### Stand contractor 1

Company NIA

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Tel \_\_\_\_\_

Email \_\_\_\_\_

### Stand contractor 2

Company NIA

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Tel \_\_\_\_\_

Email \_\_\_\_\_

### Insurance and Public Liability

I confirm that we have adequate public liability insurance in place to protect ourselves against any loss or damage to our stand, exhibits, property and personnel and for any legal liability incurred in respect of injury or damage to persons or property belonging to third parties.

Health and Safety Representative on the stand will be MARTIN RENNIE

Position MOBILITY MANAGER

Mobile No 02892 600 750

### Declaration

Authorised by C. Paulsen

Date 25/06/18

Print Name CHRISTINA PAULSEN

Position Marketing Assistant

Please return to [pmg@conferencecollective.co.uk](mailto:pmg@conferencecollective.co.uk) by Friday 22 2018.



# Manchester Central Hospitality

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## Samples Policy

### Guidelines for food and beverage samples within the Venue

Please contact:

Carly Frost, Catering and Commercial Manager  
[c.frost@manchestercentral.co.uk](mailto:c.frost@manchestercentral.co.uk)

Katrina Poza, Senior Catering Sales Executive  
[k.poza@manchestercentral.co.uk](mailto:k.poza@manchestercentral.co.uk)

Shauna Burbidge, Catering Sales Executive  
[s.burbidge@manchestercentral.co.uk](mailto:s.burbidge@manchestercentral.co.uk)



**Manchester  
Central**

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## Samples Policy

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"Samples" refers to any food or beverages that the Client may offer to delegates or visitors to consume free of charge for which they receive no payment.

If the Client receives payment from the delegate/visitor for the sample, then the Client is liable to pay a facility fee subject to the Company's terms and conditions which are available from the Company.

Sample and maximum sizes are defined by the Company as follows:-

- 28g (Bite size) for food / snacks
- 50ml for beer/wine
- 5ml for spirits
- 50ml for all other beverages (hot or cold)

Any foods or beverages that exceed the listed volume and weights must be agreed with the Company prior to the event and the distributor of the "samples" will be liable to pay relevant facility fees as documented within the Company's terms and conditions.

All foods and beverages must be stored, prepared and serviced within the standard practises listed by the **e-Guide 2012** by any distributor. Failure to comply may lead to the Company's refusal to allow distribution.

It is the Client's responsibility to ensure that no third party distributor operates within the Client's event without the required legislative documentation and e-Guide 2012 food policy.

The Company will accept no liability for any breach of legislative or e-Guide 2012 food policy by the Client or the third party distributor; this will be the sole responsibility of the Client. Failure to comply will lead to refusal to allow the distributor to distribute the samples.

The Venue's completed catering authorisation document must be submitted and agreed in writing at least 7 days prior to any event.

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## Signed Agreement

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The Client signature is acceptance of responsibility for upholding the above policy and the adherence to the Company's alcohol policy (if alcohol is being offered) for all foods and beverages being supplied, sold, distributed, consumed or offered free of charge within the Venue.

Event name PMG

Client signature C. Poulsen

Print name (Client) CHRISTINA POULSEN Date 25/06/18

Company signature \_\_\_\_\_

Print name (Company) \_\_\_\_\_

Date \_\_\_\_\_