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| Contractor Contact Name 搭建商联系人: | Exhibiting Name展商参展公司名称: | Stand Number展位号: |
| Company Name 搭建商公司名称:  *\_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | Today’s Date & Signature日期与签名: | |

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| **Details of Stand Construction: 展台搭建详细资料:** | **Please provide your response to every question below: 请按以下每项问题提供详细资料:** |
| **RESPONSIBLE PERSON:** Details of the person responsible for Health & Safety during build up and breakdown onsite. (Name, mobile, email)  负责人: 请提供在现场搭建和拆卸期间负责健康与安全的人员的详细信息（姓名、手机号码、电子邮件）。 |  |
| **STAND DETAILS**: Dimensions and location of your stand. Include a description of any unusual features of your stand.  展台资料: 展台呎吋和展台号 请描述你的展台任何独特的结构或跟一般搭建方式不一样的内容 |  |
| **ACCESS:** What are the details of the entry point into the halls and the route you will take to arrive at your stand?  Please note the date and time of your arrival onsite to begin construction of your stand build.  进出场: 进入展厅的入口及进入展台的路线。 请记录您到达现场开始搭建展位的日期和时间。 |  |
| **TIMETABLE**: What is the step-by-step sequence and schedule in which all of the stand elements will be built and completed.  时间表: 展台各部分搭建的顺序及时间安排，包括定位、电力连接等。 |  |
| **STABILITY**: How do you ensure adequate support of elements that require cross bracing. For constructions deemed complex, structural calculations must be submitted with your plan drawings.  稳定性: 您如何确保需要交叉支撑的结构元素得到充分支撑？对于被认为复杂的结构，必须与您的设计图纸一并提交结构计算。 |  |
| **LIFTING:** Weight to be lifted, height it will be lifted to, equipment to be used (crane, fork lift, Hiab etc.) Describe manual handling techniques.  起重： 要提升的重量、提升高度、使用的设备（如起重机、叉车、装卸机等）。请描述手动搬运技巧。 |  |
| **RIGGING** : Are you ordering any suspension points? For rigged elements deemed complex, structural calculations must be submitted with your plan drawings.  吊装： 您是否有订购任何悬挂点？对于被认为复杂的吊装元素，必须与您的设计图纸一并提交结构计算。 |  |
| **WORKING AT HEIGHT**: Please include details of temporary and mobile scaffolds, access towers and other work at height which you intend to carry out and tools to be used.  高空作业： 请提供您计划进行的临时和移动脚手架、作业平台及其他高空作业的详细信息，以及将使用的工具。 |  |

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| **COSHH:** Will you be using any hazardous and/or toxic substances? If so, please list them and confirm what measures you are taking to protect workers? During Show Open days, please declare use of special lighting/haze equipment.  有害物质： 您是否会使用任何危险和/或有毒物质？如果是，请列出这些物质，并确认您采取了哪些措施来保护工人。在展会开放期间，请声明使用特殊照明或雾化设备。 |  |
| **ENVIRONMENT**: Describe any abnormal noise or work that may create dust or fumes and the ventilation and other control measures in place? 环境： 描述可能产生异常噪音、灰尘或烟雾的工作，以及现有的通风和其他控制措施。 |  |
| **SERVICES**: Describe services being ordered from official contractors.  服务： 请描述从主场搭建商已订购的服务。 |  |
| **SAFETY FEATURES, incl. PPE**: Describe equipment and precautions will you provide onsite, i.e. barriers, screens, warning signs, fire extinguishers, hard hats, dust masks, gloves, ear plugs etc.  安全措施，包括个人防护装备： 描述您将在现场提供的设备和预防措施，例如围栏、屏幕、警告标志、灭火器、安全帽、口罩、手套、耳塞等。 |  |
| **EXHIBITS: Please describe any special activities or machinery demonstrations that may present a risk to the public?**  展品： 请描述可能对公众构成风险的特殊活动或机械演示。 |  |

**Remarks:**

1. This page has been translated into Chinese. If there is any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail.

备注:

1. 此中文版本为英文版本译本, 如中、英文两个版本有任何抵触或不相符之处, 应以英文版本为准。