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Dear Exhibitor / Contractor,

Please be advised that since 6 April 2015, CDM *(Construction, Design and Management)* regulations are now being enforced within the exhibition sector.

This means that the exhibition build areas onsite *(Village green, mezzanine and gallery)* will be an official construction site. Also each space only stand within the hall is also classified as a CDM site in its own right when build work is taking place.

**How does this concern you as an exhibitor?**

It will only impact you if you need to enter the hall *(the CDM Site)* during the time when stands are being built/taken down, which is between:

* **Show build up: 29th February 2016, 09:00 – 17:30**
* **Show breakdown: 3rd March 2016, 14:00 - 18:00**

If you need to enter the CDM site for any reason when there is construction still taking place on or around your stand, you will have to have a safety induction and more importantly will be required to wear personal protective equipment *(PPE)* such as a **hi-vis vest and appropriate safety footwear**. This is for your own safety as during construction various items of debris and equipment may be present in areas either on or adjacent to stands and gangways, such as nails, blades, screws etc…

If all stand construction is complete or there is only minimal construction still taking place and we can segregate individual areas of build you **will not** be required to wear hi-vis and appropriate safety footwear, however appropriate footwear must still be worn, therefore no heels, flip flops, sandals or open toe shoes of any kind*.*

We advise that you adhere to the above instructions so access onsite is not delayed or prohibited.

As individuals we all have a responsibility to ensure our own personal health and safety and the wellbeing of others. An exhibition hall during full construction is a “construction site” and needs to be recognised as such. The CDM 2015 regulations now act as an aid to enforce this requirement.

It is important that you read, understand and pass the information within this communication and the enclosed **emergency procedures information supplied by the BDC**, on to any members of your team going onsite.

As confirmation of your compliance with this process please kindly complete, sign and return the **Construction, Design and Management (CDM) process acknowledgement declaration on the second page of this letter.**

By doing this it will save time on the day of build-up/break down, as you won’t have to take part in a full safety induction.

If you have any queries or questions please contact AAPG Europe.

We look forward to welcoming you onsite.

Kind regards

**AAPG Europe**

**+44 207 836 3201**

**Fdevine@aapg.org**

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**Construction, Design and Management (CDM) process**

**Acknowledgement Declaration**

I acknowledge the construction design management process for the **APPEX Global 2016** and have passed the information within this communication and the emergency procedures document, supplied by the BDC, on to all members of my team going onsite during the build-up and break down periods of the event.

Stand Number.....................................................................................................................................

Exhibiting Name..................................................................................................................................

Date.....................................................................................................................................................

Name...................................................................................................................................................

Signature.............................................................................................................................................

**Return by: 16th February**

**Return to:** AAPG Europe

**Address:** 3rd Floor, 21 New Row, London WC2N 4LE, UK

**Email:** fdevine@aapg.org