

CWIEME Berlin 2026 - Space Only Contractor Undertaking Form

This form should be completed by the Space Only stand contractor or person responsible for the onsite construction. In the event that an exhibiting company are intending to build the stand utilising their own staff, this form should be completed by the stand Project Manager.

Exhibiting company name	
Stand number	
Contractor company name	
Contractor company address	
Contractor contact name	
Contractor contact number (must be able to be contacted onsite if need be)	
Contractor contact email (must be able to be contacted onsite if need be)	

To be completed by the responsible person building the stand:

I/We agree to adhere to the following regulations (PLEASE TICK):

- ☐ To clearly display the stand number on the stand and show its location on the stand plans submitted for approval
- ☐ To provide our own walling and not use the back of neighbouring stands
- ☐ That the reverse of all walls higher than 2500mm are to be painted/finished to an acceptable standard in white and not feature any branding.
- ☐ That all doors will have a vision panel with a zone of visibility spanning from 500mm to 1500mm above the floor.
- ☐ That all flooring for the stand will be supplied by us the contractor.
- ☐ That any rigging will be authorised by Hyve Group prior to being ordered.
- ☐ That all stand fitting materials including flooring and carpet tape will be removed and disposed of by us at the end of the show.
- ☐ To re-submit stand plans for approval if changes are made to the plans after approval has been received.
- ☐ Hall height limits are 6m in the halls with anything over 4m being deemed as complex. If exhibitors would like to build over 6m in height they must first contact the Hyve Operations department for permission (please refer to the technical drawings).
- ☐ To construct, dismantle and remove the stand within the allotted time frame as indicated in the timetable in the CWIEME Berlin online manual.

Contractors undertaking to be read and signed:

/We agree to be bound by your conditions and in particular:

1. To read and comply with all the rules and regulations relating to the exhibition, the construction times and all regulations applying to the exhibition premises as outlined in the online manual.
2. To read the health & safety section of the online manual and refer to the venue Technical Guidelines for any further information in order to comply with all health & safety requirements for the event.
3. That I am in possession of my company's health and safety policy and confirm our employees have had sufficient training to carry out their tasks safely and competently for the event.
4. That I am in possession of an event specific risk assessment and method statement for the event which will be forwarded to Essential Events and available for inspection on site.
5. That I have checked that our sub-contractor(s) (if applicable) has a suitable and sufficient health and safety policy for the event.
6. That I have checked that our sub-contractor(s) (if applicable) has provided training for their employees to carry out their tasks safely and competently for the event.
7. That I have checked that our sub-contractor(s) (if applicable) has a suitable risk assessment and method statement for the event which is venue and event specific.
8. That I understand that all stands being built over 4m high, including 2m around the stand, will be a designated hard hat area when overhead work is taking place. I will ensure anyone entering these areas will wear suitable hard hats when appropriate.
9. To comply with all instructions given by the organisers and health and safety officers on site.
10. To refrain from canvassing within the exhibition during the organiser's period of tenancy.
11. To be responsible for and making good any damage which may be done to any property, by any of our employees, howsoever caused.
12. To remove from the exhibition premises, within the time fixed by the organisers, all fixtures and properties brought into or installed in the premises by us. This condition embraces the complete removal of all rubbish, scrap and waste occasioned by the execution of our work.
13. To see that all persons employed by us are provided with the necessary passes and that such passes issued are used properly and carried at all times whilst on the premises. (Contractor passes are not valid during show open hours)
14. To employ only those sub-contractors who agree to conform to the above conditions.

Please note official show contractors such as GES will pass on safety information to Hyve Group; therefore, you do not have to supply this.

I have read and agree to adhere to the above terms and conditions taking full responsibility for all actions and consequences.

I confirm that I will communicate the site induction information to every member of staff working on the stand.

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Signature of authorised person: _____

Date: _____