

**RETURN: 21<sup>st</sup> October 2022**

Exhibiting Company Name:

Address:

Email:

Telephone:

Contact name:

Chalet:

**RETURN TO:**Paul Booth  
Operations Department  
email: [pbooth@tarsus.co.uk](mailto:pbooth@tarsus.co.uk)**THIS FORM MUST BE COMPLETED & RETURNED WITH A COPY OF YOUR CHALET PLANS**

This form is applicable to all exhibitors who have appointed a chalet fit out contractor at MEBAA2022.

**APPOINTED CONTRACTOR DETAILS**

Name of Contracting Company: \_\_\_\_\_

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

Onsite Mobile Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Chalet Design - Update the following:**

Risk Assessment: \_\_\_\_\_

Method Statement: \_\_\_\_\_

Chalet Alterations (If Required): \_\_\_\_\_

PLI Insurance: \_\_\_\_\_

**Please see the show schedule for access and operational hours.****All chalet fit out & construction must be completed by 18:00pm on 4th December 2022**