










SITE RULES

All Exhibitors or Contractors working on site during the Construction phase (Build-up) and Dismantling phase (Breakdown) must adhere to the site rules below.

	Your should not enter site if you feel unwell
	No Unauthorised Access. Children under the age of 16 will not be permitted.
	No smoking in exhibition halls or marked outside areas. This includes e-cigarettes Drinking of alcohol onsite during the build up and breakdown phase is forbidden. The taking of illegal drugs is strictly forbidden at all times.
	Emergency Gangways and fire exits must be kept clear at all times
	Dispose of your own rubbish in designated bins.
	Site speed limit of 5mph must be adhered to at all times.
	PPE including high visibility clothing and safety footwear must be worn by all personnel onsite during the build up and breakdown. Open toed shoes will not be permitted. Hard hats must be worn in designated areas where overhead work taking place.
	A permit to work is required before any hot working commences
	Trailing cables must be minimised wherever possible. Where they are required they must be clearly identified and used for the minimum time possible.
	All working at height must be planned to minimise risks involved so far as is reasonably practicable.
	All Accidents, Incidents and near misses must be reported immediately to the Organisers office. Telephone number: +44 (0) 207 069 6040

SITE WARNINGS

	Caution – Slip & Trip Hazards
	Caution – Fork Lift trucks will be operating
	Caution – Vehicle movement
	Caution – Working at height, danger of falling
	Caution – Live electrical installations
	Caution – Guard dogs on patrol
	CCTV in operation
	Unsafe working practices will not be tolerated. Work will ultimately be stopped and persons involved escorted offsite if practice or issue is not rectified.

USEFUL INFORMATION



If you require First Aid assistance please contact the control room on ext 4444 for all Medical Emergencies. To call from an external line 020 7069 4444. A qualified First Aider will be either dispatched to the First Aid room or directly to any accident area if required.

- All **vehicles** arriving onsite must book via the traffic system. More details [here](#).
- Access **passes** for individuals to the site for build and breakdown will be wristbands that contractors can pre-register or register onsite for.
- There are many cafes/restaurants within close vicinity of the venue.
- There are permanent **toilet facilities** available within the venue.
- Drinking water will be available from the catering outlets around the venue. A map to identify the locations will be available from the organisers' office.



Site safety starts here

SAFETY SHOWS



STOP THE DROP