



Exhibitor

Guidelines


Informa Health, Safety & Security

# Introduction

Informa maintains high standards of Health & Safety and requires exhibitors and their appointed contractors to undertake their work in a safe manner that does not put themselves or others at risk. Exhibitors are required to appoint competent contractors who are appropriately health and safety trained to perform work, erect, and dismantle their stands. The standards and rules outlined in this document should be read in conjunction with the venue's site-specific safety information.

Informa reserves the right to remove from the premises any persons who do not comply with Informa or venue health and safety requirements, or who put themselves or others at risk. Informa similarly reserves the right to remove any equipment or material from a venue that, in the opinion of Informa, is dangerous when used in the way intended.

The aim of this guidance is to set standards which will assist in protecting the health and safety of any person(s) working at or visiting an Informa event/exhibition. These guidelines should be used to guide employees, exhibitors, contractors, and Informa-approved contractors with regards to minimum safety standards in any jurisdiction whilst recognizing that many jurisdictions have higher standards that will take precedence.



**Exhibitors, Contractors and EACs are to undertake their work in a safe manner which does not put themselves or others at risk.**

# Contents

Accident Reporting .....	5
Better Stands.....	5
Children.....	6
Deliveries .....	6
Designing Out Risk.....	6
Drugs, Alcohol & Smoking .....	7
Electrical Safety & Equipment .....	7
Fire Safety & Means of Escape .....	8
Floor Loading .....	14
Food Safety.....	14
General Welfare .....	15
Glazing.....	15
Hot Works & Naked Flame .....	16
Housekeeping .....	17
Manual Handling .....	18
Medical Concerns at Informa Events .....	19
Personal Protective Equipment (PPE) .....	21
Risk Assessment & Method Statement.....	22
Safety Data Sheets (SDS) .....	22
Safety Equipment & Signage .....	23
Storage .....	23

Security .....	24
Specialized Risks .....	24
Stand Structural Safety .....	25
Substances Hazardous to Health .....	25
Vehicle Movements .....	26
Venue Emergency Procedures .....	26
Waste Disposal.....	28
Working at Height.....	29
Compulsory H&S Documentation .....	32
Shell Scheme Stand H&S Forms .....	32
Space Only Stand H&S Pack .....	32
Appendix A: Health & Safety Declaration .....	34
Appendix B: Risk Assessment .....	36
Appendix C: Method Statement .....	40
Appendix D: Better Stands & Sustainability Questionnaire .....	42

# Accident Reporting

**ALL** accidents, incidents and near misses must be reported to Informa in order that treatment can be given if required and, if necessary, emergency services can be called and directed to the correct location.

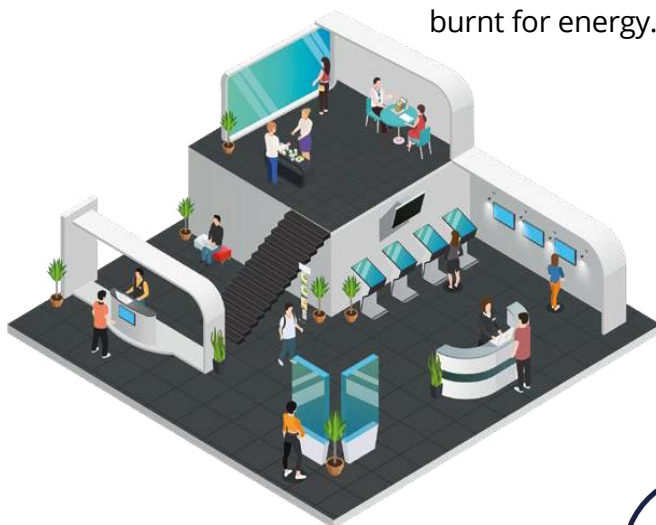
Informa will record and report all health, safety, and security-related incidents internally. This will identify trends, confirm adherence to Informa Health, Safety & Security guidelines and address areas for actions and improvement.



## Better Stands

The Better Stands programme is aimed at uniting and encouraging exhibitors, along with their appointed contractors, to move away from disposable, single use stands at events, in favour of reusable structures.

A disposable stand/booth is a space only/raw space build that is used only once. They are typically constructed from poor quality raw materials onsite, which are then demolished post show and sent to either landfill or are burnt for energy.



The Better Stands programme has been divided into three key stages - Bronze, Silver and Gold.

This helps facilitate a gradual transition from disposable to reusable stands for all exhibitors. When considering your design & build for the exhibition please do so with this programme in mind.





---

## Children

No one under the age of 16 years old is permitted in the exhibit halls during the set up and dismantle phases of the event without permission from Informa.

---



## Deliveries

Exhibitors & Contractors must make their own arrangements for the transport, delivery and handling of event equipment and materials whilst utilizing appointed logistics contractors. Informa Staff are not permitted to assist in moving goods and exhibition materials. Exhibitors & Contractors with large delivery containers must have an agreement with Informa and the venue, if additional safety arrangements need to be made.

---

## Designing Out Risk

The exhibitor and their contractors are expected to supply pre-cut and ready prepared exhibition stand materials onsite wherever reasonably practicable. This is to reduce the need to cut, work and paint materials onsite with associated dust, fume and noise hazards. Cutting and preparation of materials onsite should be the exception, not the rule.



## Drugs, Alcohol & Smoking



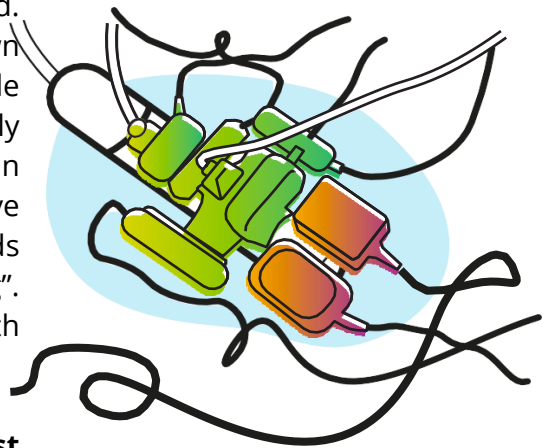
The abuse of alcohol, drugs and other substances can affect work performance and safety. Such behavior constitutes a danger to the user and other people. Any person found to be under the influence of such substances, in Informa's sole opinion, will be removed from the exhibition and event. The consumption of alcohol is not permitted in the exhibition hall during the set up and dismantle periods.

Smoking, vaping, and the use of tobacco products are not permitted in the exhibition halls. Individuals may smoke or vape only in the venues designated areas.

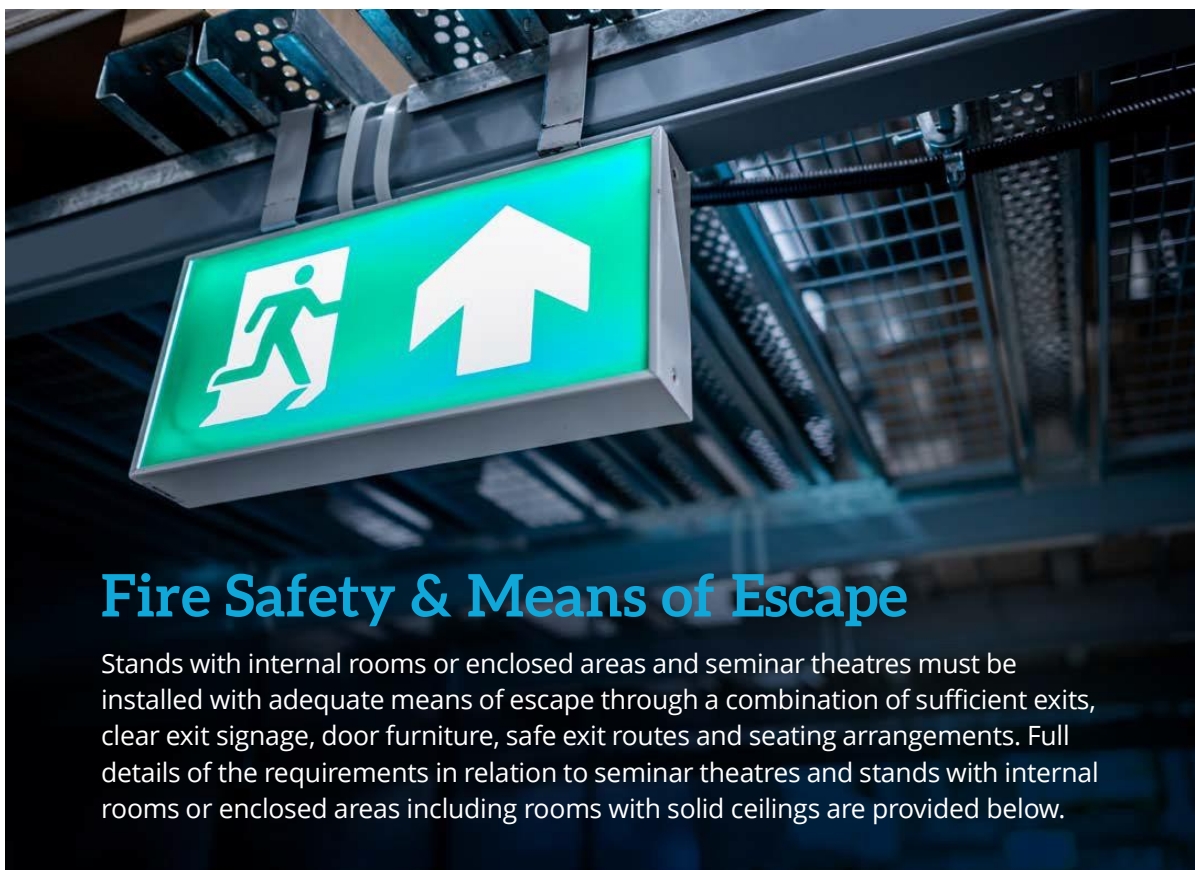
---

## Electrical Safety & Equipment

The nominated contractor will liaise with the venue directly to ensure the installation is verified as safe prior to it being energized. Exhibitors and contractors that provide their own extension leads and adaptors are responsible for them being properly wired and electrically tested. All electrical equipment and extension cords used must be in sound condition, with all live conductors properly protected. Extension cords must not be connected, known as "daisy chaining". Inspected equipment must be clearly labelled with inspection labels.



**All electrical installations and equipment must also be compliant with the indications mentioned in section 3 of the French Rules and Regulations.**



## Fire Safety & Means of Escape

Stands with internal rooms or enclosed areas and seminar theatres must be installed with adequate means of escape through a combination of sufficient exits, clear exit signage, door furniture, safe exit routes and seating arrangements. Full details of the requirements in relation to seminar theatres and stands with internal rooms or enclosed areas including rooms with solid ceilings are provided below.

### Fire Safety of Stand Materials



- Stand materials must meet the local requirements.
- Boars, plywood, chipboard, etc. under 18mm thick must be treated to ensure compliance with local requirements.
- Plastic must conform to local requirements including plastic plants, trees, etc.
- Polycarbonate materials such as Lexan and Makrolon are acceptable.
- **Please refer to the French Rules and Regulations for additional details.**

### Paints and Surface Treatments

- Only water-based paints may be used on site. Paint spraying equipment is prohibited.
- Fabrics and materials treated with fire resistant solutions should not be over painted with water-based paints.





## Fabrics & Decorative Materials

- Please refer to the **French Rules & Regulations**.



## Night Sheets

- Only night sheets that are fire resistant or treated with a fire retardant are permitted to be used in locations that do not obscure fire exits from stands.



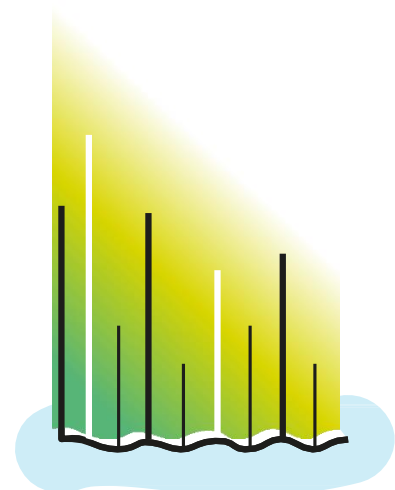
## Floor Coverings

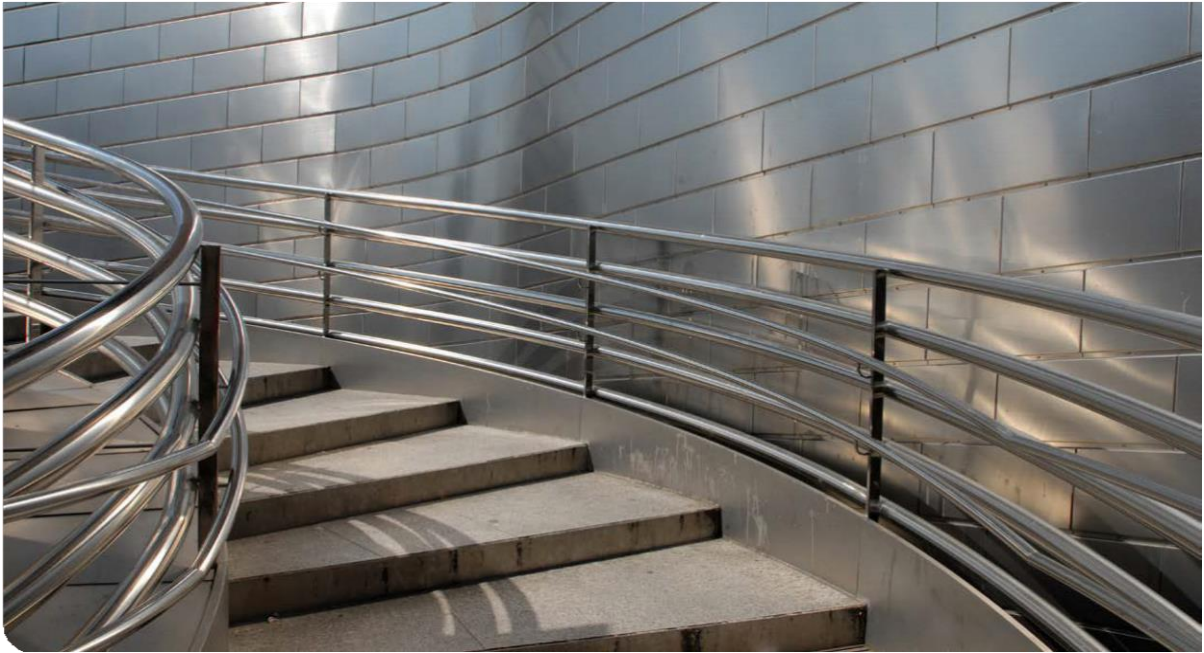
Carpets, drugget, matting, crumb cloths and other textile floor covering and under-lays must comply with the **French Rules & Regulations**.

Floor coverings shall be secured and maintained so that they will not cause a hazard. Mats shall be sunk, so they are flush with the floor of the stand. Fixing of floor covering may only be done with the industry standard tape. Other forms of fixing such as cable clips, nails or bolts are strictly prohibited.

## Drapes, Curtains & Hangings

- Drapes, curtains, hangings and decorations shall be fire resistant and comply with the **French Rules & Regulations**.
- Curtains on exit routes should hang 75mm clear of the ground, be parted in the centre and not conceal any exit signs.
- If Informa is not satisfied that a material meets the standards required, it shall be removed from the exhibition hall.





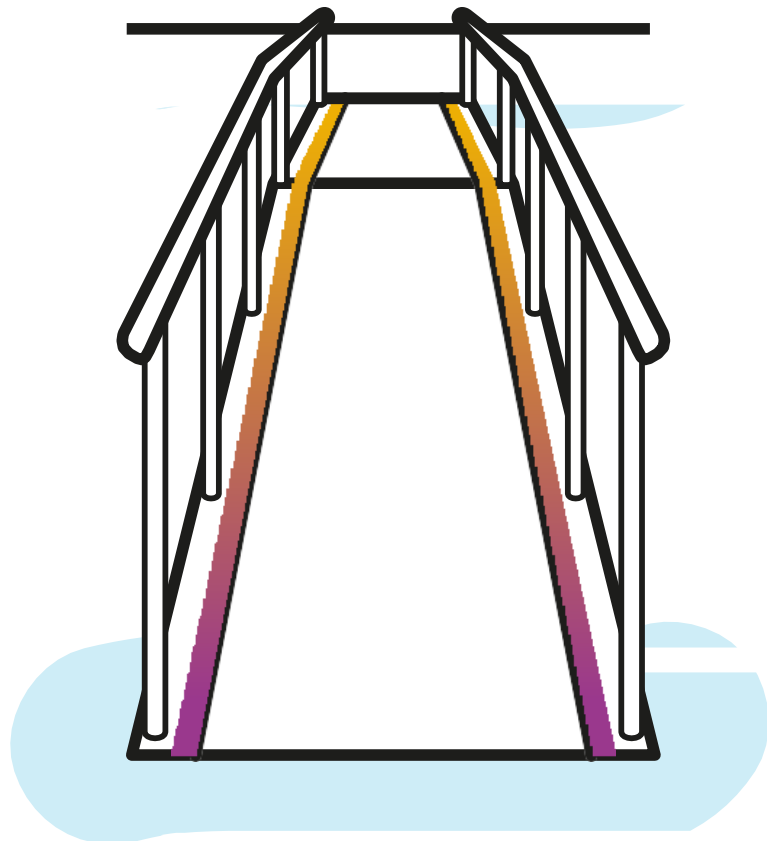
## Vertical Escapes

### Ramps

- Please refer to the French Rules & Regulations.

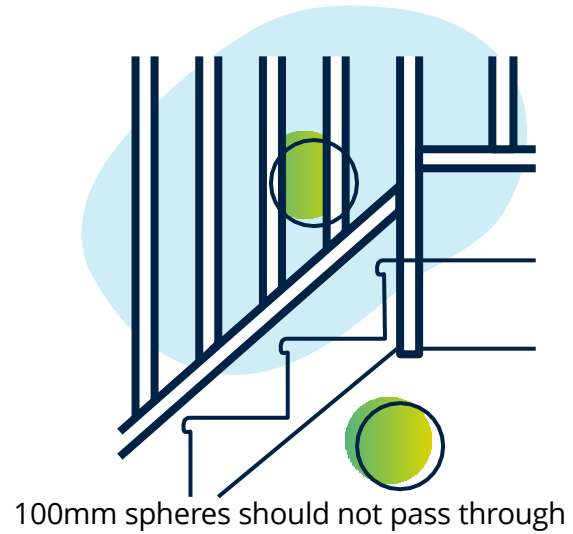
### Handrails

- Please refer to the French Rules & Regulations.



## Guarding of Stairs

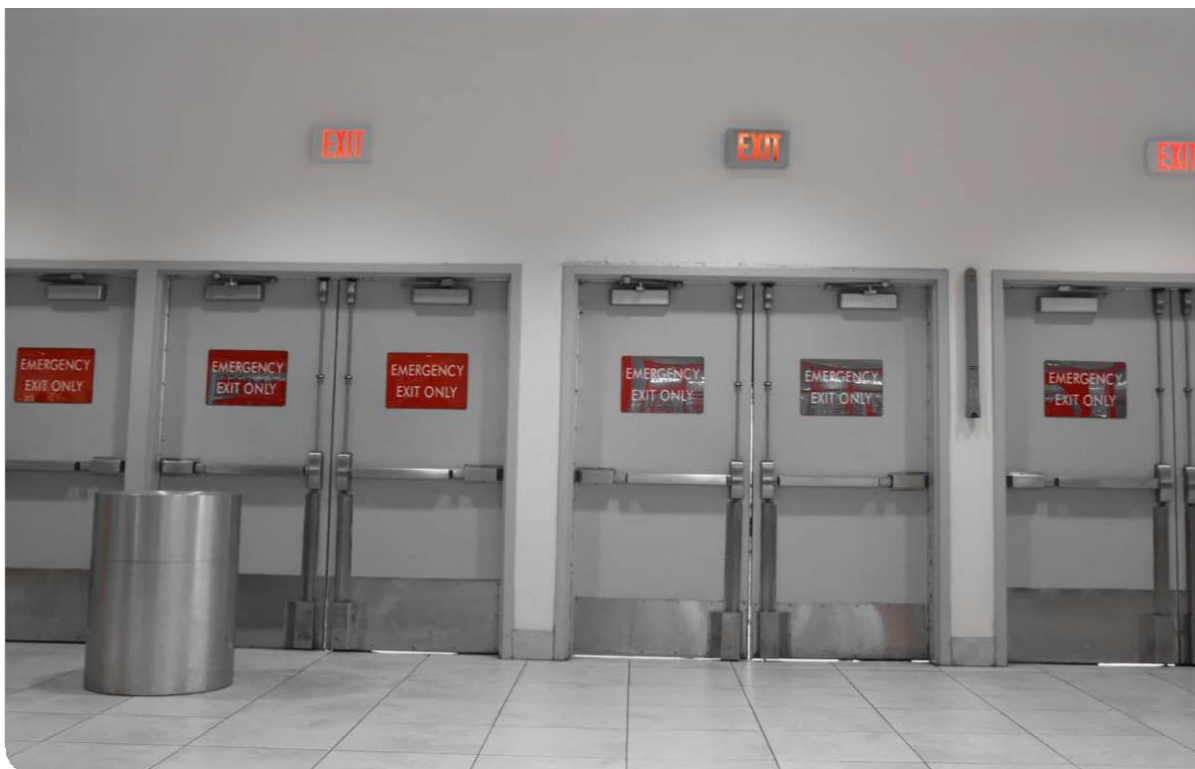
- Please refer to the French Rules & Regulations.



## Barriers

- Barriers shall be provided to protect exposed edges of landings, balconies and other changes of levels exceeding 360mm.
- Barriers shall be non-climbable with solid infills or vertical guardrails, which should be no more than 100mm apart without horizontal members between verticals.
- Barriers shall comply with local requirements.



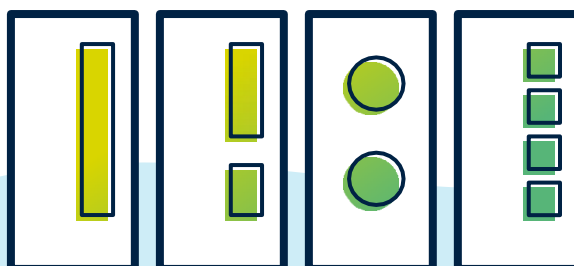


## Inner Rooms

- In order to prevent dead ends, inner rooms must have an alternative means of escape, indicated with appropriate signage or alternatively, smoke detection or vision panels installed between each area or an open common ceiling.
- **Please refer to the French Rules & Regulations for further information.**

## Windows & Doors

- All doors are required to open into the stand and not permitted to open directly onto any aisles or gangways.
- The minimum width of a single exit door should not be less than 750mm.
- All doors must be provided with a vision panel of clear glazing at sight level. This can be in the form of a port hole style window, panel window or similar.
- **Optional:** Wheelchair user's zone of visibility is between 900mm and 1,500mm above floor level if you wish to make your stand more inclusive.
- **Please refer to the French Rules & Regulations for further information.**





## Venue Responsibilities

As per local requirements areas may include:

- Fire Suppression Systems
- Fire Extinguishers
- Fire Exit Signage
- Appropriate fire response protocols
- Proper storage and housekeeping protocols
- Ensuring maintenance is up to date
- Ensuring inspections are up to date



### Fire Equipment & Means of Escape

Remember: Fire Extinguishers have a limited range and limited amount of extinguishers agent. They are effective against small fires. They should not be used in any of the following situations:

- You have not been properly trained to use a fire extinguisher
- The fire spreads beyond its immediate area
- The fire could block your escape routes

Individuals should familiarize themselves with the venue emergency protocols and ensure they have a plan in the event of an emergency.

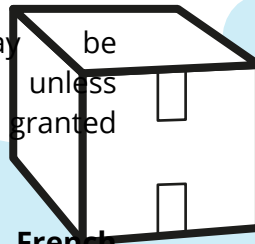
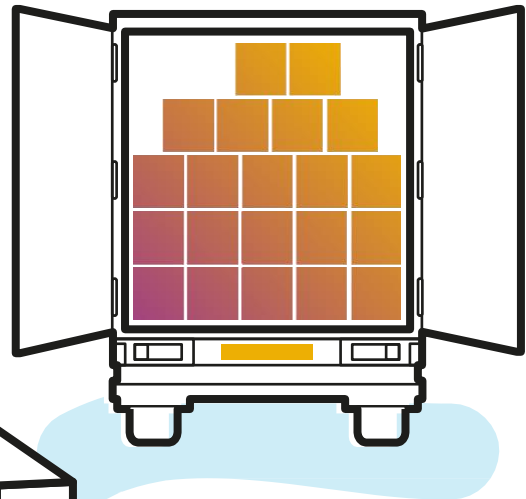
Emergency exit doors, fire pull stations, fire extinguishers and fire equipment shall not be obstructed at any time.

## Floor Loading

The permitted loading on trucks, ramps and exhibition halls where relevant, is laid down in the separate floor loading information. Any anticipated plans to use lifting equipment within the halls including mobile cranes must be raised with Informa and the venue to ensure floor loadings are not exceeding

No fixings whatsoever may be made to the hall floors unless permission is explicitly granted by the venue.

**Please refer to the French Rules & Regulations for further information.**



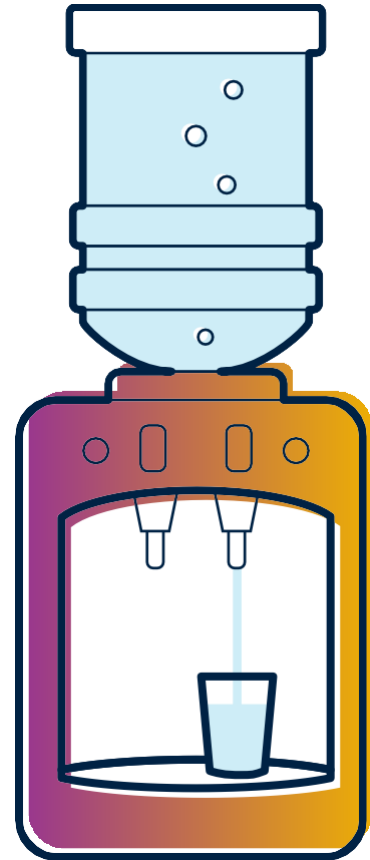
## Food Safety

In collaboration with national, local and venue guidelines, Informa is committed to food safety and has a moral obligation to safeguard each other, our customers, and the consumers. It will be the responsibility of the venue to adhere to national and local government guidelines as it pertains to food safety. Informa will regularly measure compliance against the current standard and regulatory requirements. Informa is unable to guarantee that an individual with food allergens will not be exposed accidentally within the event environment. Informa will ensure reasonable efforts are in place to keep individuals' risk as low as reasonably practicable.

## General Welfare

Exhibitors and contractors shall maintain a healthy and safe working environment. This includes, but not limited to, adequate space, temperatures, lighting, waste control, drinking water and rest areas.

Food shall not be consumed in the construction areas. Workers have an area for rest and **12-hour shifts are the maximum (unless under extreme/emergent circumstances)** All requirements are subject to inspection by Informa.



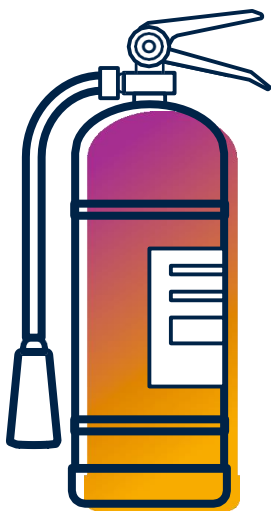
## Glazing

All glazing must comply with local requirements. Any interrupted large areas of clear glazing, especially glazed doors, shall be indicated so as to be readily apparent (*for example, by warning stripes, dots or logos*) to ensure people do not injure themselves by inadvertently walking into the glass. Overhead glazing shall be of wired glass, laminated glass or be otherwise adequately protected from shattering.



## Hot Works & Naked Flame

Hot works such as welding, the use of grinders, soldering, etc., are prohibited unless advance notice is given to Informa and the venue. Permission must be obtained, and a specific hot work permit issued, prior to commencement of work. Floor management will monitor hot works to ensure that they do not pose a fire safety risk. In general, the following must be in place:



- Immediate area must be clear of other works, public and vehicles
- Immediate area must be clear of combustibles
- The operative and others in the immediate area must be suitably protected from risk of burns and damage to eyes
- A suitable fire extinguisher must be provided near work area
- A second operative is required to monitor the operation, to keep other people clear, watch for signs of fire and utilize the fire extinguisher, if necessary.

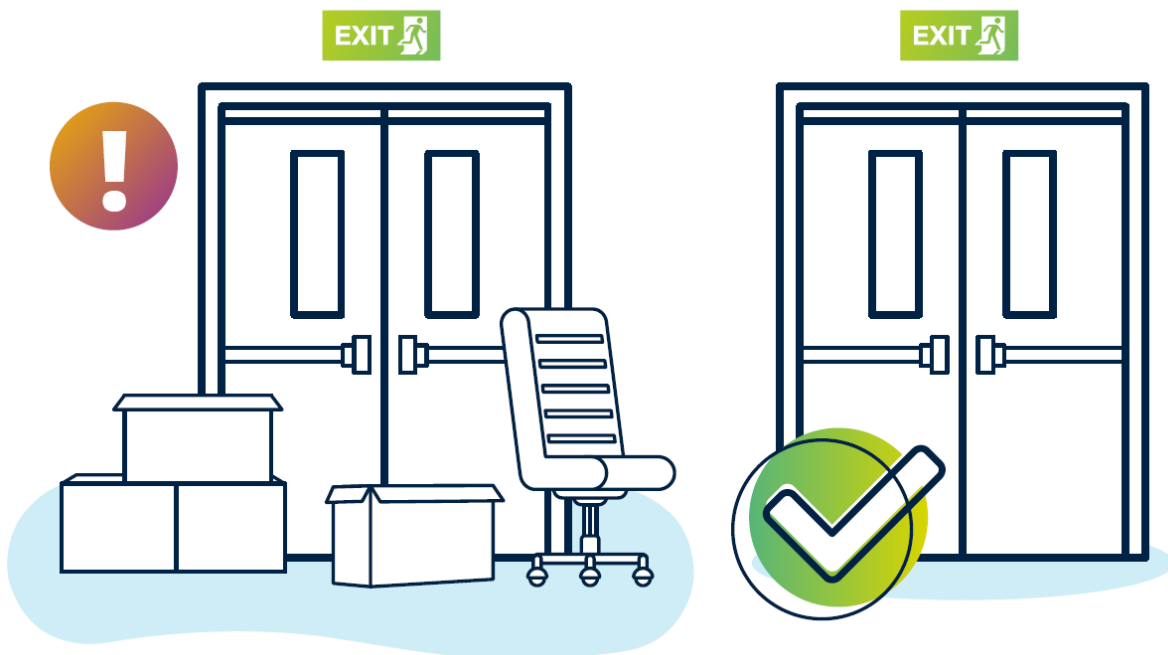


# Housekeeping

Contractors and exhibitors are required to maintain good standards of housekeeping and not obstruct corridors or emergency exits or deliver large storage containers (*larger than standard freight containers*) at the venue unless Informa has agreed to this, and alternative safety arrangements have been made.

Combustible waste and rubbish must be removed from event areas as soon as possible and always at the end of the working day. Any uncontrolled dumping of waste is forbidden.

All waste must be disposed of offsite unless you have booked and paid for waste management services.





## Manual Handling

Manual Handling is the movement of loads by lifting and carrying by hand. Where practicable, mechanical means should be used such as lift trucks, pallet trucks and trolleys to reduce the need for manual handling. There must be adequate lighting and clear aisles to allow loads to be carried without the risk of tripping and falling. Operatives moving loads should consider wearing safety boots. In conjunction with local and venue guidelines, heavy loads may need boots with toe protection to protect the feet from dropped loads.

### **Factors that should be considered when manual handling are:**

- Weight of load
- Size and shape of load
- Posture during manual handling
- The distance the load has to be lifted
- Frequency of manual handling
- Working environment
- Capability of person



# Medical Concerns at Informa Events

## Medical Coverage

A large portion of Informa events are held at convention centres and towns with urban settings which include hospitals and clinics in close proximity. Ambulance and emergency room services are generally minutes away.

During events, Informa normally provides a medical station on or near the exhibit floor, staffed by EMTs and nurses with emergency medical supplies and equipment. The medical staff number varies with the size of the event as does with the equipment. With some events there is an ambulance stationed at the venue.



## First Aid

Venues generally have first-aid kits and a Security team that is trained in first aid. The quantity of supplies varies depending on the size of the venue and business operation. General Contractors, Exhibitor-Approved Contractors, and contractors hired by Informa are required to carry a first aid kit. Rendering first aid depends on the seriousness and urgency of the situation. Difficult first-aid situations such as CPR or handling and cleaning up blood borne pathogens should be handled by a competent and trained person.



---

## Reducing the Spread of Infectious Diseases and Viruses

Infectious diseases and viruses go by many names, SARS, West Nile, Ebola, COVID-19, and the many forms of the flu, etc. Concern over the spread has the attention of the tradeshow and conference industry where business travelers gather across the world. Informa closely follows guidelines, advisories and alerts from international authorities, national authorities and local authorities are actions that Informa takes and requires in turn from contractors that work for Informa events:

- Informa will keep all its employees, event contractors, exhibitors and attendees apprised of specific advisories and alerts regarding dangers, cautions and control measures to reduce the spread of infectious diseases and viruses that are contagious
- Informa employees are required to report any exposures to contagious diseases that might pose a direct threat to the health and safety of the event
- Exhibitors and contractors are required to legally remove individuals who have a contagious disease from working at an Informa event. Return from sick time shall require that exhibitors and contractors inform and certify an original doctor's note stating the patient is fit for work, and the possibility of infecting others is no longer present.



The best practices which have evolved, describing minor but effective changes in routine that will reduce the probability of diseases spreading:

- Get the appropriate vaccine, if available
- Wash your hands frequently
- Stay home if you are sick
- Turn away from others and cough or sneeze into your arm/elbow (not your hands)
- Do not touch your eyes, nose, or mouth (viruses can transfer from your hands into the body)

Additional event/venue control methods may be applied based upon international, national and/local recommendations or requirements



# Personal Protective Equipment (PPE)

PPE shall not be relied on as a primary or only means of protection. It is to be used in conjunction with engineering controls, guards, and operational practices. Exhibitors and contractors have a duty to ensure the health and safety of personnel in the workplace; this may require the provision of PPE. Exhibitors and contractors are responsible for ensuring that workers are issued with appropriate PPE for their work activities.

All exhibitors and contractors shall establish minimum PPE requirements during set up and dismantle phases:

## General Requirements

- Safety footwear with steel toe protection
- Hard hats
- High visibility vests

## Specialist Requirements

- Safety goggles
- Ear protection
- Hand protection
- Fall arrest equipment
- Respiratory protection
- Eye protection

**For event/country specific guidelines please review the stand build guidelines.**



---

## Risk Assessment & Method Statement

All contractors, and exhibitors without a contractor, will be required to complete a risk assessment to evaluate hazards, implement control measures and create a safer and healthier workplace.

Space only contractors will need to produce compliant method statements for all activities. These activities could involve lifting operations, electrical hazards, and potential fire risk situations.

The method statement should specify the operations to be carried out on a stage-by-stage basis and indicate the precautions necessary to protect contractors, delegates, staff, and members of the public who may be affected directly or indirectly by the work.

Risk Assessments & Method Statements should cover both set up and dismantle of booths.

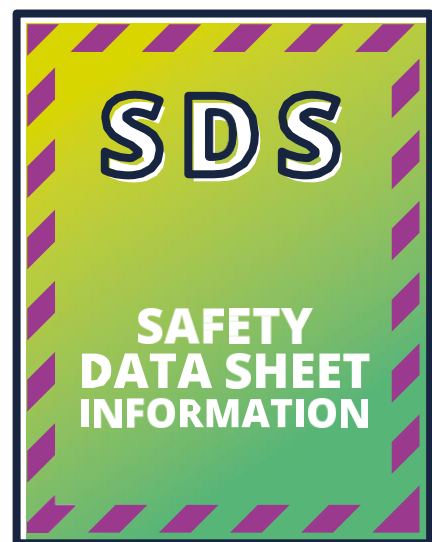
---

## Safety Data Sheets (SDS)

Safety Data Sheets (SDS) are required to be readily available for any and all chemicals.

SDS are developed by chemical manufacturers or importers of each chemical or product supplied to record available scientific evidence in making hazard determination. They provide the following information to the consumer:

- Chemical common name(s) of the material(s)
- Physical and chemical characteristics of the material
- Physical and health hazards of the material
- Signs and symptoms of exposure
- Medical conditions aggravated by exposure
- Primary route(s) of entry
- Permissible exposure limits
- Precautions for safe handling and use
- Applicable control measures
- Emergency and first-aid procedures
- Name, address, and telephone number of party responsible for preparing the SDS
- Other related material regarding the hazardous material





## Safety Equipment & Signage

Fire and safety signs are provided by the venue, for example indicating escape routes, warning of hazardous materials, prohibited areas or no smoking. These signs must be obeyed at all times. Exit door lighting, fire signage and safety equipment signs must not be obstructed unless permission has been given by the Informa Event Organiser and alternative arrangements made.



**Please refer to the French Rules & Regulations for further information.**

Stands must be set out in such a way that they do not interfere with access to the fire-fighting devices. If firefighting devices are located inside the stands, they must remain visible and accessible.

In some cases, you may be asked to add additional signage to your stand to abide by local legislation.

---

## Storage

The following storage methods are strictly prohibited:

- Blocking emergency egress
- Blocking emergency exit doors
- Blocking fire safety equipment
- Storing combustible materials behind booth/stands
- Stacking storage/freight crates with the potential of falling
- Storage containers must not be located on the venue premises except at locations agreed by Informa

---

## Security

If there is an incident that needs to be reported, please contact the Security Supervisor onsite. A formal investigation may be conducted. At minimum the following information will be recorded:

- Names of parties involved
- Date and time of occurrence
- Location of the accident/incident
- Nature of the accident/incident
- How it occurred
- Extent of injury/illness (if applicable)
- Damage or loss incurred (if applicable)



### Onsite Security General Reminders:

- Display your ID badge/credentials at all times (ensure colleagues do the same)
- Do not leave items/bags unattended, secure your belongings
- At certain circumstances you may be asked to submit to a bag check, refusal to comply with these checks, carried out legally by authorized persons, will result in exclusion from the hall, regardless of status
- Informa assumes no liability for items you bring into the halls; no compensation shall be provided for damaged or stolen goods. If you wish to organize stand guards or additional security measures, they must be supplied directly by the venue or Informa's appointed guard services company. Please speak to Informa for further information

---

## Specialized Risks

The following list contains goods and equipment that are prohibited and will not be admitted to the event:

### [INFORMA'S PROHIBITED ITEMS & ACTIVITIES](#)

- Any machinery or equipment used must be in good condition, with dangerous parts effectively guarded.

# Stand Structural Safety

All stands are required to be structurally stable. The design of complex structures are required to be verified in compliance with local requirements. Examples of complex structures include but are not limited to:

- Structures over 4m in height and complex design or nature
- Multi-level stands
- Viewing/service platforms
- Suspended items (lights, signs, rigs)
- Raised walkways
- Ramps
- Sound/lighting tower
- Platforms and stages over 0.6m in height

Full details of complex structures must be submitted by the deadline outlined in the Exhibitor Portal/Exhibitor Service Manual.

Any exhibits or materials displayed must be stable and adequately secured, as necessary, to avoid them from falling or posing a risk to those in the vicinity. Double-decker stands or stands higher than 4m are not permitted unless explicit permission has been granted by Informa.

Some events do not allow any complex stands, please review the stand build guidelines for further information.

---

## Substances Hazardous to Health



All chemicals used by the exhibitor or contractor must be kept in closed, correctly labelled containers and securely and safely stored at the end of the working day. The use of any chemicals must be carefully controlled to avoid unwanted exposure and nuisance to either the worker

or other people. Where activities might produce fumes or dust or some other nuisance, then these activities must also be carefully controlled to ensure any nuisance is avoided. The exhibitor or contractor must have safe and legal transport and disposal arrangements for any chemicals used.



---

## Vehicle Movements

Exhibitors and Contractors must adhere to the restrictions and directions put in place and provided by the venue to ensure that vehicles and pedestrians are segregated. Vehicle drivers must:

- Adhere to venue and/or general contractors' guidelines
- Not exceed venue/general contractor speed limits
- Wear a driver restraint (seat belt) while operating vehicle
- Announce (use horn) when moving from the loading area to event floor
- Not carry passengers unless they are seated with driver restraint in passenger seat
- Not load or unload in areas where it will block fire exits or routes
- Secure vehicle at all times and remove keys when unattended
- Not operate any vehicle whilst using a cellular device



---

## Venue Emergency Procedures

It will be the responsibility of Informa to ensure relevant emergency procedures are understood and communicated to employees, contractors, and exhibitors. Venue fire and other emergency procedures, together with the emergency numbers for contacting fire, security or medical support shall be communicated.

## Venue Emergency Procedures

### VENUE NAME:

Venue fire and security procedures, together with emergency numbers for contacting fire and medical support are provided below. Any questions concerning fire procedures at the venue should be raised with Informa.

### IN THE EVENT OF A FIRE

The fire alarm sound for the building is:

*Should you hear the signal to evacuate, please leave immediately by the nearest emergency exit*

The assembly point is located:

*Do not stop to collect personal belongings and do not use lifts/elevators. When you reach the assembly point, remain there and await further instruction.*

### IF YOU DISCOVER A FIRE

Raise the alarm by:

*Please leave by the nearest emergency exit and go to the assembly point and await further instruction*

### IN THE EVENT OF A MEDICAL EMERGENCY

In the event of an accident or an emergency contact a member of staff or dial these numbers

First Aid/Medical as appropriate:

Fire:

Security:

First Aid is available from:

*In case of any emergency, you must follow instructions given by authorities having jurisdiction*

Arrangements for disabled evacuations are as follows:

*If you have any queries about the fire procedures or you require special assistance in any of the above circumstances, then please approach a member of staff. For both safety and security purposes ensure that fire exits, and fire equipment are kept unobstructed at all times and that personal items are kept with you. If you see anything suspicious report it immediately to a member of staff.*

---

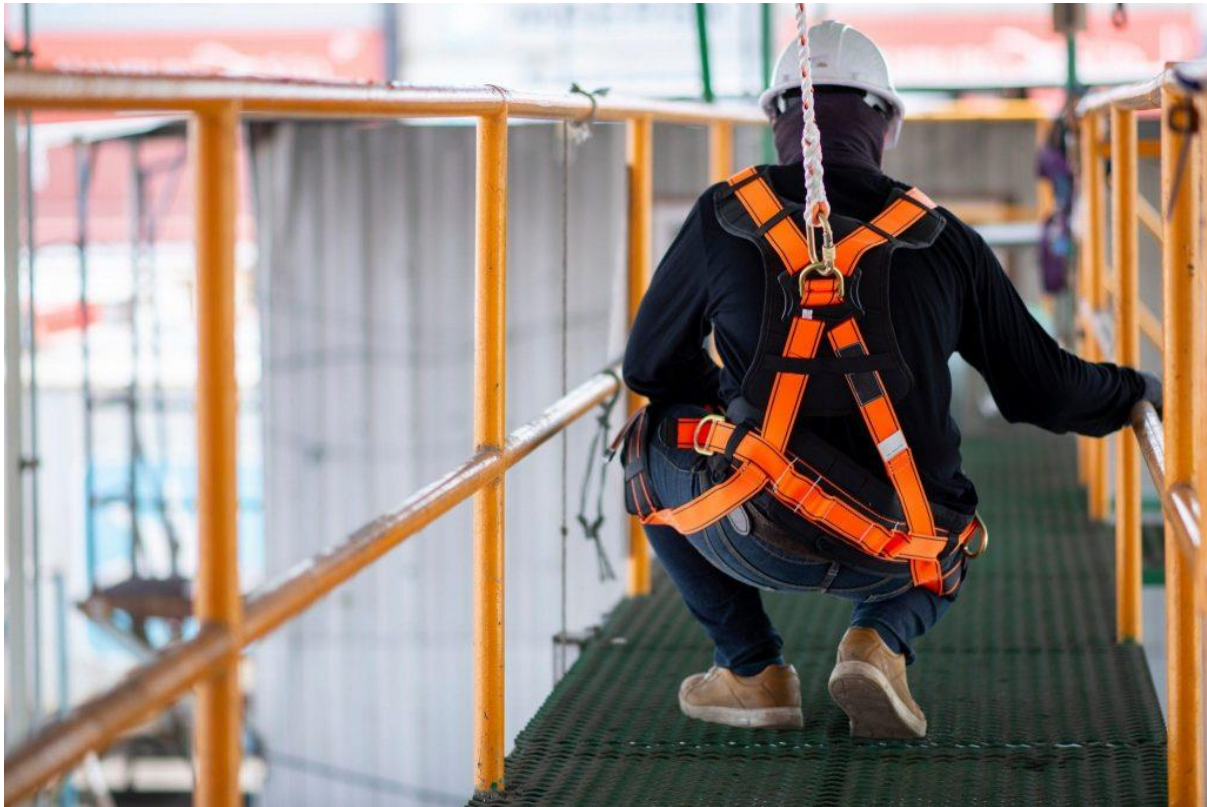
## Waste Disposal

The exhibitor and their contractor are responsible for cleaning their stand and disposing of waste during the event, as well as during the set up and dismantling phase.

To save significant unforeseen costs, please be aware:

- Waste removal is not free of charge and must be ordered in advance
- During set up and dismantle periods, waste should be contained within the exhibitors assigned space, it is strictly prohibited to place any waste in the aisles
- Waste accumulated inside the stands must be removed before the end of each day
- All rubbish (including carpets, adhesive, etc.) must be removed from space-only stands, as part of the Better Stands programme we encourage you to reuse stand elements wherever possible
- Products and installations that are not removed within the published time limits will be disposed of
- Sharp items must be properly wrapped and disposed of in a safe manner
- All carpet tape must be removed from the floor





---

## Working at Height

All reasonable steps should be taken to eliminate or minimize working at height. Working at height should be properly planned and supervised with the correct equipment selected for the given job task. Exhibitors and contractors are to ensure that:

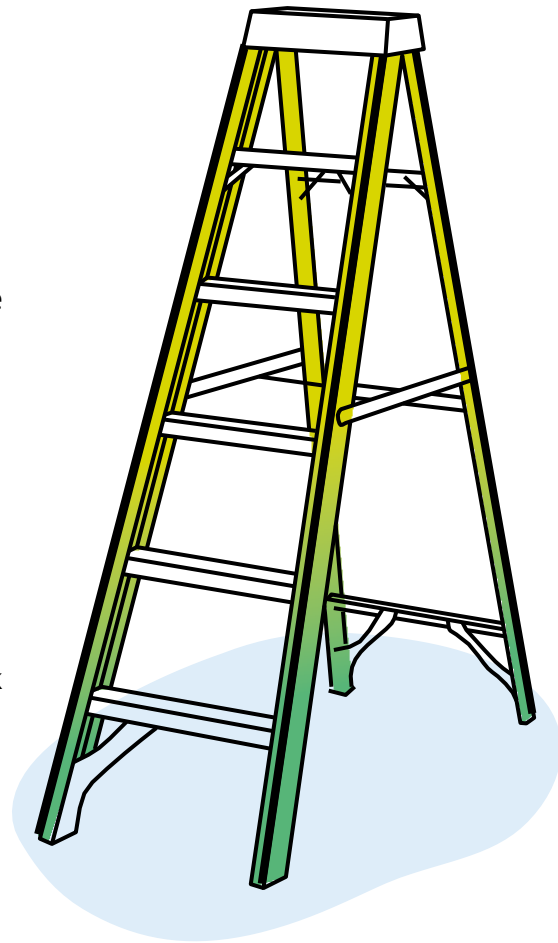
- No work is done at height if it is safe and practical to avoid it
- All work at height takes account of conditions that could endanger safety such as high winds or slippery ground
- Access is controlled to prevent other persons working or walking beneath or under working at height operations
- The risk from falling objects is properly controlled. Work platforms must have a toe board to prevent items from falling
- Plans are in place for emergencies and rescue from height
- Those working at height must be protected by a guard rail and/or equipped with fall arrest harness (except whilst using a ladder)
- Personnel involved in work at height are trained and competent



## Ladders

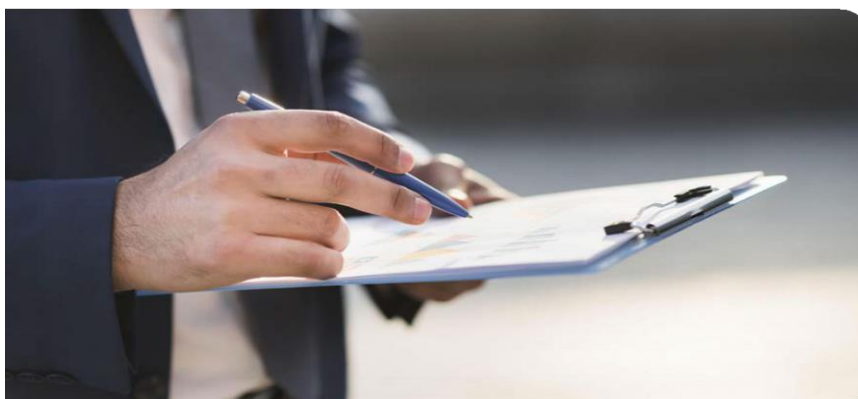
Ladders can be used when it is not practicable to use a mobile elevated working platform, or that activity is low risk. Ladders must be in accordance with manufacturer's instructions at all times. The following guidelines must be followed:

- Ladders must have an "industrial" rating
- Leaning ladders must be placed at the correct angle
- Ladders should be used on a level ground and must be secure
- The top treads or steps must not be used as a platform for work
- Users should face the ladder at all times whilst climbing or dismounting
- Only one person should climb or work from a ladder
- Users should not overreach

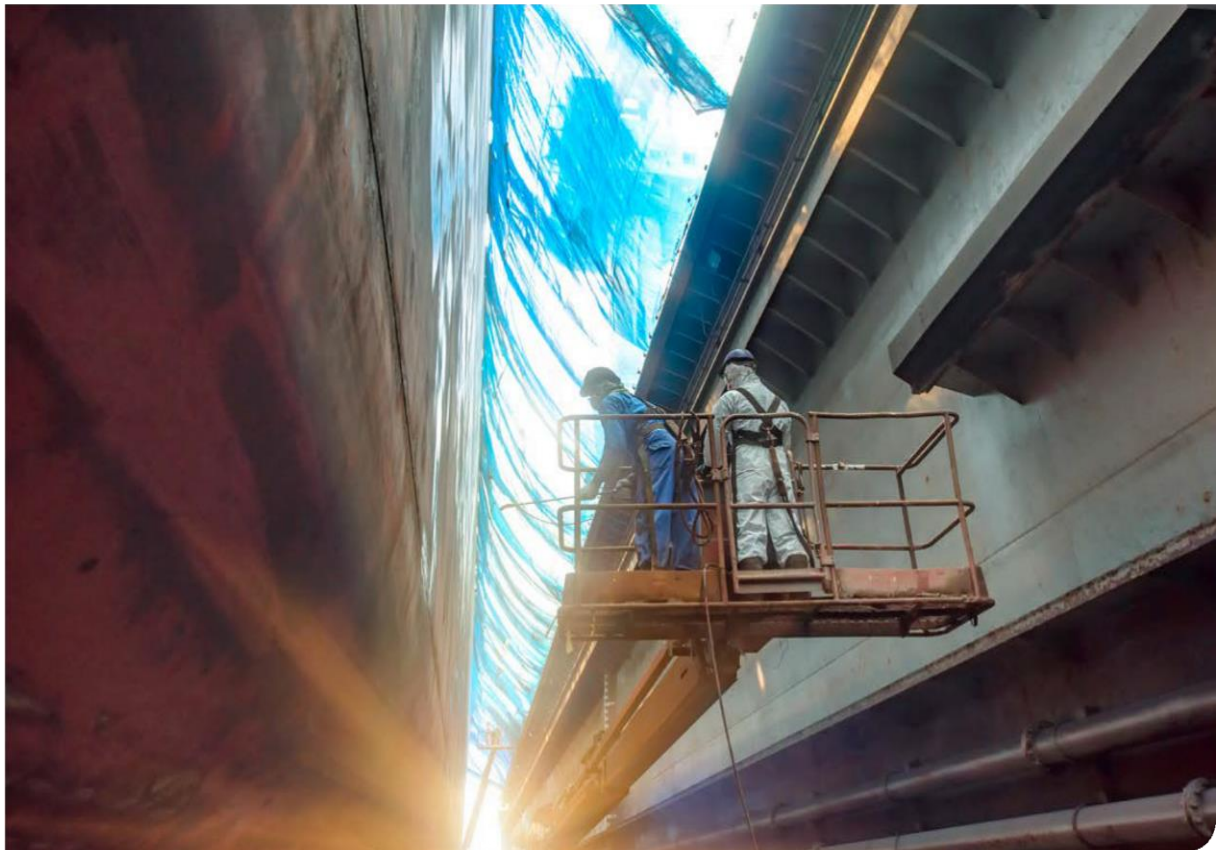


## Rigging

All rigging operations must be properly planned in advance with regards to permitted working load limits. Rigging operations must be undertaken and supervised by competent persons who are qualified by the provision of appropriate skills, knowledge, training, and experience. Certificates must be readily available upon request. Exhibitors and contractors are not permitted to conduct their own primary rigging. Only appointed or approved contractors are permitted to conduct rigging operations from any part of the tenanted area.



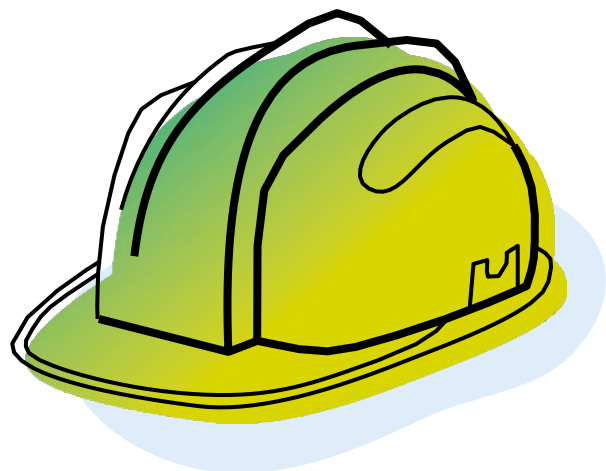




Rigging equipment must be free from defects, fit for purpose, marked to indicate its working load limit, adequately maintained and subject to relevant legal requirements for inspection with valid certification must be available upon request.

All rigging equipment must be visually inspected daily by a competent person to ensure it can function safely. The Event Delivery Team Floor Management will monitor rigging operations to ensure they are conducted in safe manner:

- Where possible, all personnel should be excluded from the areas where overhead rigging or lifting operations are taking place
- Ensure sufficient time is available to ensure that rigging operations can take place safely
- Whilst working at heights, riggers must be clipped on to a rigging point via a safety lanyard or fall arrest equipment
- Suitable head protection must be worn to prevent injury to the head



# Compulsory H&S Documentation

## Shell Scheme Stand H&S Forms

### 1. Health & Safety Form

Please review the Exhibitor Portal/Exhibitor Service Manual to complete your electronic Health & Safety Form

### 2. Risk Assessment

**SHELL SCHEME** exhibitors may be required to provide copies of their risk assessment on request to assist the organisers in fulfilling their own health and safety obligations. Please do not submit in advance unless requested.

**SHELL SCHEME** exhibitors, who are providing demonstrations involving the public which involve significant hazards, for example with the potential for falls from height or strenuous physical exertion, are required to be notified in advance to the Informa Event Organiser.

## Space Only Stand H&S Pack

### 1. Health & Safety Declaration

The '[Health and Safety Declaration](#)' ([Appendix A](#)) form is provided below. This form must be completed by both the exhibitor and the contractor. Files must be submitted in one go, please fill the form out together before submitting.

The individuals with overall responsibility for the health and safety of the exhibitor stand and associated construction must be identified on the declaration. These individuals are responsible for ensuring the Rules and Regulations are adhered to and that their staff and contractors work safely.

### 2. Risk Assessment

Contractors for **SPACE ONLY** stands are required to submit a [Risk Assessment \(Appendix B\)](#) and [Method Statement \(Appendix C\)](#) for the stand set up (and dismantling) of these activities to the stand sign off company outlined in the Exhibitor Portal/Exhibitor Services Manual.

## Introduction

Informa requires exhibitors and contractors to conduct a risk assessment of their activities to ensure that health and safety issues are identified and addressed prior to the event. Many employers have their own system for completing risk assessments which we are more than happy to accept providing they meet our standards. If you do not already have a system, you may wish to use the supplied template.

## Scope of the Risk Assessment

The risk assessment should cover the activities surrounding the build stage of the stand together with the activities undertaken at the stand during the exhibition and during the dismantling stage.

Construction and dismantling of SPACE ONLY stands generally present a potentially higher risk than SHELL SCHEME stands. This is due to the usually larger scale of the build operation and the potential for accidents arising from the equipment used and the work methods adopted (e.g. working at a height) and potential crossover with other exhibition and venue activities. The size, height and weight of the structure often associated with SPACE ONLY stands will also present a greater potential for collapse and injury unless properly designed, planned and subsequently built. Furthermore, the use of inappropriate materials that do not meet the applicable international standards for fire resistance present a significant fire risk. In these situations, action will be taken by the venue to remove electrical power to the offending stand.

## 3. Method Statement

### Introduction

Informa requires exhibitors and contractors to conduct a method statement for the set up and dismantling stages of the exhibition. Many employers have their own system for completing method statements which we are more than happy to accept providing they meet our standards. If you do not already have a system, you may wish to use the supplied template.

## 4. Better Stands & Sustainability

All SPACE ONLY contractors are required to complete the [Better Stands Sustainability Questionnaire \(Appendix D\)](#) as part of the stand submission process.

### Introduction

We are continuously looking for opportunities to improve our impact environmentally, socially, and economically. We are looking for ways to reduce our carbon footprint and the amount of waste our events produce.

As a part of this commitment, we want to work with all our Exhibitors and Contractors to eliminate the use of disposable stand structures and promote reusable stands at our events.

## Appendix A: Health & Safety Declaration

To be completed by the exhibitor:

Event Name	
Exhibiting Company Name	
Stand Number	

### Declaration

By signing the declaration, we confirm we have read and passed on the 'Health and Safety Rules' contained within the Exhibitor's Manual to our contractors and staff and are satisfied that they are competent to undertake their tasks safely. We have checked that our contractors have prepared a specific risk assessment, method statement and stand plans for the event and passed the relevant safety information on to their staff and sub-contractors to ensure all control measures are in place to have a successful and safe event. In turn we have completed our own risk assessment for our exhibits and demonstrations. We will ensure all risk assessments, method statement and stand plans for our event are submitted accordingly.

PRINT NAME	
JOB TITLE	
SIGN	
DATE	

To be completed by the contractor:  
(or the exhibitor if no appointed contractor)

Contractor Company Name	
Contractor Contact Number	
Contractor Contact Email	

**Individual with Overall Responsibility for Health & Safety on Site:**

This person must always be reachable in case of any emergency of issues onsite

Onsite Appointed Person Name	
Onsite Appointed Person Job Title	
Onsite Appointed Person Mobile Number (please include country code)	
Onsite Appointed Person Email	

## Declaration

By signing the declaration, I confirm I have read, understood and accept Informa's terms and conditions, have completed a risk assessment and method statement for my activities, agree to abide by Informa's health and safety rules and stand build regulations and that all information provided in the form is accurate.

PRINT NAME	
JOB TITLE	
SIGN	
DATE	



## Appendix B: Risk Assessment

<b>Task / Subject:</b>	<b>Hazard (s):</b>	<b>Who is at risk:</b> <i>Exhibitors, Contractors, Organisers, Disabled, Other (specify)</i>	<b>Risk level:</b> <i>Frequent, Severity, Max loss &amp; Probability</i>	<b>Precautions or Control Measures required:</b> <i>(State existing measures if adequate)</i>	<b>Comments:</b>
<b>Working at Height</b>					
<b>Manual Handling</b>					
<b>Slips / Trips / Falls</b>					
<b>Electrical</b>					
<b>Fire</b>					

<b>Security</b>					
<b>Tools</b>					
<b>Hazardous substances</b>					
<b>PPE &amp; Hand Sanitisation</b>					
<b>Live Demonstrations</b>					
<b>Display Vehicles</b>					
<b>Other</b>					

## METHOD STATEMENT GUIDE

Exhibitor Name	INSERT EXHIBITING COMPANY NAME
Contractor Name	INSERT CONTRACTOR COMPANY NAME
Event Name & Date	INSERT EVENT NAME & DATE
Stand Number	INSERT STAND NUMBER
Exhibitor Contact Details	<i>E.g. the employee who will be responsible for the contractor on site. Please add all contact details including name, mobile number and position within your company</i>
Responsible Person Contact Details	<i>E.g. the employee who will be responsible for the set up and dismantle of your stand or carrying out the specified activities. Please add all contact details including name, mobile number and position within your company.</i>
Stand or Activity Details & Location	<i>E.g. the logistics, vehicle movements, loadings, dimensions, location, or unusual stand features (as relevant).</i>
Access	<i>Details of the entry point into the halls and the route to the final position.</i>
Step-by-step sequence for the structure	<i>Full Details of the sequence and schedule in which all works will be undertaken or stand elements will be built, including alignment, electrical connection, lifting and so forth.</i>
Stability	<b>Detail</b> the methods of ensuring adequate structural support of any stand element or structure that requires cross bracing, with calculations and inspection certificate from an independent structural engineer – include steps of the build.
Lifting	<i>Outline all of the equipment that will be used, their capacities, weight, locations and floor loadings. Check training qualifications and machinery inspection certificates.</i>
Working at Height	<i>Include <b>All Details</b> of working at height. E.g. temporary and mobile scaffolds, access towers and other work at height, which you intend to carry out. Detail how you will ensure safety when working at height and confirm competency of staff involved. <b>Scaffold towers incorrectly or incompletely assembled will be removed from the Hall.</b> For double decked explain when handrails will be completed for the upper deck, is it prior to lifting and will the floor be complete? If not explain the means of edge protection that has been designed during the construction.</i>

<b>Hazardous Substances</b>	<i>What substances will be used? Any proposed use of hazardous substances other than small quantities used for the stand build and cleaning must be advised to the organisers and venue. Any hazardous substance must have a safety data sheet available for inspection on site. <b>Any substance deemed hazardous which cannot be adequately controlled will be removed from the Hall.</b></i>
<b>Environment</b>	<i>Consider any abnormal noise that will be present or work which may create dust or fumes. What ventilation and other control measures will be provided.</i>
<b>Services</b>	<i>Note where electrical work will be carried out or other services such as compressed air will be brought onto site. Be aware of any restrictions laid down in the safety rules.</i>
<b>First Aid/Emergency Procedures</b>	<i>Identify the first aid and emergency procedure that you will need on site and highlight any hazardous work that may need extra first aid (e.g. burns, electrical, chemical)</i>
<b>Safety Features</b>	<i>Identify the safety equipment and precautions that you will be providing on site, including protective measures that you will be implementing for all of the above, and areas of risk as highlighted by your risk assessment.</i>
<b>Exhibits (if applicable)</b>	<i>Provide the organisers with any/all details on exhibits, which may present a risk to the public and/or the operator and the controls that will be put in place.</i>
<b>Arrangements for Safe Dismantling</b>	<i>Describe methods involved during event dismantle to plan the dismantle phase to avoid hazards arising from falling materials, moving vehicles, poor housekeeping etc.</i>

**I confirm that in relation to this event, the controls laid down in the Method Statement are in place:**

<b>PRINT NAME</b>	
<b>JOB TITLE</b>	
<b>SIGN</b>	
<b>DATE</b>	

## Appendix C: Method Statement

Exhibitor Name	
Contractor Name	
Event Name & Date	
Stand Number	
Exhibitor Contact Details	
Responsible Person Contact Details	
Stand or Activity Details & Location	
Access	
Step-by-step sequence for the structure	
Stability	
Lifting	
Working at Height	



<b>Hazardous Substances</b>	
<b>Environment</b>	
<b>Services</b>	
<b>First Aid/Emergency Procedures</b>	
<b>Safety Features</b>	
<b>Exhibits (if applicable)</b>	
<b>Arrangements for Safe Dismantling</b>	

**I confirm that in relation to this event, the controls laid down in the Method Statement are in place:**

<b>PRINT NAME</b>	
<b>JOB TITLE</b>	
<b>SIGN</b>	
<b>DATE</b>	

# Appendix D: Better Stands & Sustainability

## Questionnaire

*\*All questions are mandatory, please select N/A (not applicable) if you haven't used one of the below as part of your stand design*

### Has your stand been used before?

Yes No

### Stand Structure & Walls

Structure or framework of the stand, walls, panels, backdrops

### Will they be re-used after this event?

Yes No

### Platform or Raised Flooring

Structure of flooring (excluding surface covering, e.g. carpet)

### Will it be reused after this event?

Yes, it will be reused Yes, it will be recycled No N/A

### Furniture and Equipment

Showcases, counters, chairs, tables, sofa, coffee table, cabinet, flyer stand, LED walls, TV, AV equipment etc.

### Will it be reused after this event?

Yes, it will be reused Yes, it will be recycled No N/A

### Lighting

All kinds of lighting in the stand and within showcases.

### Are your stand lighting fixtures re-used?

Yes, all LED Yes, other No, all LED No, other N/A

### **Fascia & Overhead Signage**

Overhead signage or branding, Fascia, company logo on top of the stand structure.

#### **Will it be reused after this event?**

Yes, it will be reused	Yes, it will be recycled	No	N/A
------------------------	--------------------------	----	-----

### **Rigged Structure**

Any rigged structure including Lighting Gantries or other structural elements.

#### **Will it be reused after this event?**

Yes, it will be reused	Yes, it will be recycled	No	N/A
------------------------	--------------------------	----	-----

### **Ceiling**

Any form of ceiling e.g., fabric ceiling, solid ceilings for lighting or stand support.

#### **Will it be reused after this event?**

Yes, it will be reused	Yes, it will be recycled	No	N/A
------------------------	--------------------------	----	-----

### **Display Facilities**

Built in or detachable product display cabinets, Lightboxes etc.

#### **Will it be reused after this event?**

Yes, it will be reused	Yes, it will be recycled	No	N/A
------------------------	--------------------------	----	-----

### **Flooring**

Carpet, floor tiles, HDF coverings, Lino etc.

#### **Will it be reused after this event?**

Yes, it will be reused	Yes, it will be recycled	No	N/A
------------------------	--------------------------	----	-----

### **Graphics & Decorative Items**

Stand graphics that are wall mounted or floor standing (not overhead) and any other decorative items such as plants & flowers, models & ornaments.

#### **Will they be reused after this event?**

Yes, it will be reused	Yes, it will be recycled	No	N/A
------------------------	--------------------------	----	-----