

# CONTRACTOR'S & EXHIBITOR'S INFORMATION PACK



# CONTENTS

## FLOW CHART OF CONTRACTOR/ EXHIBITOR REQUIREMENTS

To all Informa Contractors and Exhibitor's ..... 3

## HEALTH & SAFETY RULES FOR CONTRACTORS & EXHIBITOR'S

General ..... 3

Health & Safety Declaration,  
Roles and Responsibilities ..... 3

Venue Emergency Procedures ..... 3

Fire Safety of Materials Used on Stands ..... 3

Fire Safety and Means of Escape ..... 3

Smoking ..... 4

Housekeeping ..... 4

Delivery of Materials and Equipment ..... 4

Movement of Vehicles ..... 4

Access to Safety Equipment and Signage ..... 4

Personal Protective Equipment ..... 4

Electrical Safety and Electrical Equipment ..... 5

Special Risks ..... 6

Hot Work and Naked Flames ..... 6

Children ..... 6

Maximum Floor Loading ..... 6

Vehicles and Machinery ..... 6

Stability and Integrity of Stands, Exhibits  
and Exhibition Materials and Equipment ..... 6

Rigging and Suspended Banners, Structures,  
Fittings and Apparatus ..... 6

Substances Hazardous to Health ..... 7

Work at Heights ..... 7

Gas, Water and Waste ..... 7

Accidents ..... 7

## HEALTH & SAFETY DECLARATION (CONFERENCES, AWARDS)

For Informa Contractor's and Exhibitor's ..... 8

## EMERGENCY PROCEDURES

Fire & Emergency Procedure ..... 9



# HEALTH & SAFETY RULES FOR CONTRACTORS & EXHIBITOR'S

## 1. GENERAL

---

Informa maintains high standards of health and safety and requires its contractors and exhibitors to undertake their work in a safe way, which does not put themselves or others at risk. The standards and rules outlined below are intended for conferences, awards dinners and other smaller scale events that do not involve significant exhibition building works. These rules should be read in conjunction with any venue-specific rules where these are provided.

Informa reserves the right to require the removal from the premises of any persons who do not comply with Company requirements, or who put themselves or others at risk. Informa similarly reserves the right to require the removal of any plant, equipment or material that, in the opinion of the Company, is dangerous when used in the way intended.

## 2. HEALTH & SAFETY DECLARATION, ROLES AND RESPONSIBILITIES

---

Each exhibitor and Informa appointed contractor must complete the 'Health and Safety Declaration' form provided below to confirm they have the necessary controls and precautions in place for their stand and/or activities.

The individuals with overall responsibility for your activities must be identified on the declaration. These individuals are responsible for ensuring the Health & Safety Rules and Regulations are adhered to and that their staff and contractors work safely.

## 3. VENUE EMERGENCY PROCEDURES

---

Venue fire and bomb threat procedures, together with the emergency numbers for contacting fire, security or medical support are provided in this information pack. Any questions concerning fire procedures at the venue should be raised with the Informa Event Organiser.

## 4. FIRE SAFETY OF MATERIALS USED ON STANDS

---

All materials used in the construction of stands, features and displays, including signs and fascias, shall be non-combustible, inherently non flammable or durably flame retardant. If in doubt, further advice can be obtained from the Informa Event Organiser.

Up to date fire resistance certificates must be provided to the Informa Event Organiser, together with samples, for any fabrics, hangings and decorative materials used on stage sets or displays and these must demonstrate compliance against the relevant British or International Standard.

## 5. FIRE SAFETY AND MEANS OF ESCAPE

---

Seminar theatres and stage areas, where installed, must be provided with adequate means of escape through a combination of sufficient exits, clear exit signage, door furniture, safe exit routes and seating arrangements. Further advice can be obtained from the Informa Event Organiser.



## 6. SMOKING

---

Smoking is not permitted during the event, it's preparation and dismantling stages. Contractors and exhibitors are required to make this clear to their staff and their contractors.

## 7. HOUSEKEEPING

---

Contractors and exhibitors are required to maintain good standards of housekeeping and not obstruct corridors or emergency exits or deliver large storage containers at the venue unless the Informa Event Organiser has agreed to this and alternative safety arrangements have been made. Combustible waste and rubbish must be removed from event areas to the receptacles provided as soon as possible and always at the end of the working day. Any uncontrolled dumping of waste outside the bins allocated for this use is forbidden.

## 8. DELIVERY OF MATERIALS AND EQUIPMENT

---

Contractors and exhibitors must make their own arrangements for the transport, delivery and handling of event equipment and materials where necessary, using the appointed logistics contractors. Informa staff are not permitted to assist in moving goods and exhibition materials.

## 9. MOVEMENT OF VEHICLES

---

Contractors and exhibitors must pay particular attention to the restrictions and directions put in place and provided by the venue to ensure that vehicles and pedestrians are segregated.

## 10. ACCESS TO SAFETY EQUIPMENT AND SIGNAGE

---

Fire and safety signs are provided by the venue, for example indicating escape routes and warning of hazardous materials, prohibited areas or no smoking and these signs must be obeyed. 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.

**// Fire and safety signs are provided by the venue, for example indicating escape routes and warning of hazardous materials, prohibited areas or no smoking and these signs must be obeyed. //**

## 11. PERSONAL PROTECTIVE EQUIPMENT

---

Contractors and exhibitors are required to bring with them and use the necessary personal protective equipment, such as hi-vis vests, eye protection and safety footwear.



## 12. ELECTRICAL SAFETY AND ELECTRICAL EQUIPMENT

The installation of electrical power into temporary seminar areas or onto stands and for associated facilities will be undertaken by the Informa Event Organiser's appointed electrical contractor. The nominated contractor will liaise with the venue's engineers directly to ensure that the installation is verified as safe prior to it being energised.

Details of the power supply available at the venue and the detailed requirements for contractors and each stand are provided in the separate electrical rules.

Contractors working at the venue should ensure that all power tools are battery operated or 110 volts CTE or lower or by exception where mains voltage has to be used the equipment is in all cases protected by a residual current circuit breaker. The contractor must provide the necessary transformers for supplying this equipment. Extension leads required for the work must be used on the reduced voltage side of the supply. All electrical equipment must be suitable for use with the local venue supply.

**// Electrical equipment must have been subject to combined inspection and test by a qualified electrician, including insulation and earth bonding tests. //**

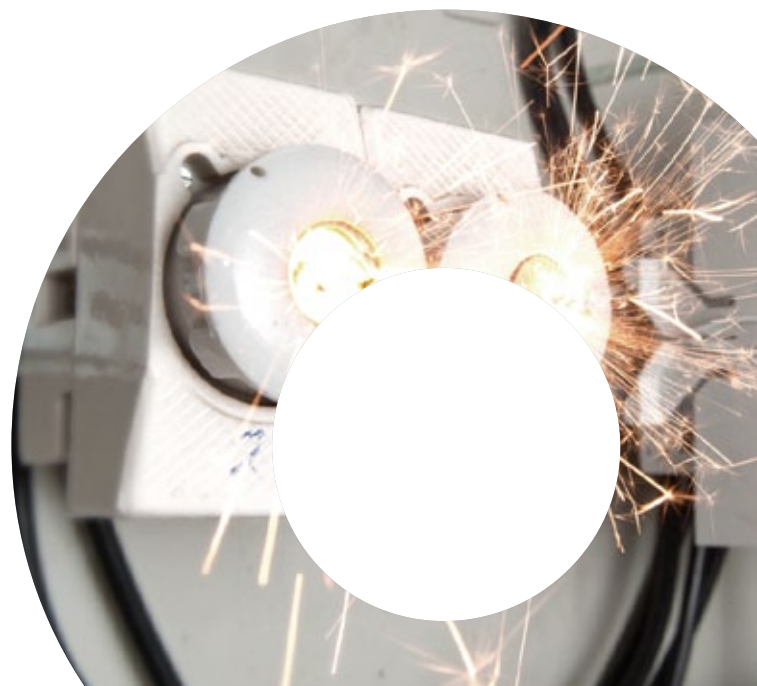
Exhibitors and contractors are required to provide their own extension leads and adaptors and are responsible for them being properly wired and electrically tested. All electrical equipment and extension leads used must be in sound condition, with all live conductors properly protected. Electrical equipment must have been subject to combined inspection and test by a qualified electrician, including insulation and earth bonding tests. Inspected equipment must be clearly labelled with inspection labels.

**// Informa reserve the right for their electrical contractor to inspect or test any such wiring or installation and to disconnect it if it is not properly installed and safe. //**

Due diligence must be taken by the contractor/exhibitor to avoid the venue's electrical system being overloaded due to the actions of the contractor/exhibitor. Where an electrical installation is being wired or installed on site by the contractor/exhibitor, such work must be undertaken by a qualified electrician in accordance with local wiring codes. Informa reserve the right for their electrical contractor to inspect or test any such wiring or installation and to disconnect it if it is not properly installed and safe.

Visiting contractors and exhibitors are not permitted to carry out work on the venue's electrical installation, without written permission by the venue.

**Informa reserves the right to remove or disconnect any electrical equipment, which either appears defective or has inadequate evidence of electrical inspection.**



## 13. SPECIAL RISKS

---

Unless specifically agreed in advance by the Informa Event Organiser in writing the following goods and equipment are prohibited and will not be admitted onto the conference or at the awards dinner or exhibition:

- Flammable liquids or gases.
- Compressed gas cylinders.
- Radioactive materials.
- Radiation generators.
- Goods classified as hazardous including toxic, corrosive, irritant, harmful or oxidising materials (with the exception of small quantities of domestic cleaning materials in containers or aerosols of less than 500 cc capacity).
- Any activity involving water where there is a risk of Legionella.
- Activities involving hot-works such as oxy-acetylene cutting/welding (and subject to a specific hot work permit as detailed below).
- Explosive, pyrophoric or spontaneous combustible materials.
- Lasers other than Class 1 lasers or those in completely enclosed equipment.
- Equipment that may cause nuisance due to odour, emission of objectionable noises or stroboscopic or disturbing lights, simulators and rides.
- Animals.

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

## 14. HOT WORK AND NAKED FLAMES

---

Hot-works such as welding, the use of grinders, soldering etc. are prohibited unless advanced notice is given to the Informa Event Organiser. Permission must be granted and a specific hot work permit issued by the venue prior to the commencement of work.

**// Hot-works such as welding, the use of grinders, soldering etc. are prohibited unless advanced notice is given to the Informa Event Organiser. //**

## 15. CHILDREN

---

No one under the age of 16 years is permitted in the halls during event preparations or dismantling without the permission of the Organiser.

## 16. MAXIMUM FLOOR LOADING

---

The permitted loading on access to and within the venue, where relevant, is laid down in the separate floor loading information.

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

## 17. VEHICLES AND MACHINERY

---

Engine driven vehicles, vessels or machinery will only be admitted to an exhibition if specifically agreed with the Informa Event Organiser, at least 42 days in advance. Before being admitted, fuel tanks must be emptied and closed with the fuel caps locked and any batteries disconnected.

## 18. STABILITY AND INTEGRITY OF STANDS, EXHIBITS AND EXHIBITION MATERIALS AND EQUIPMENT

---

All equipment, stands, exhibits or materials displayed must be stable and adequately secured as necessary to avoid them falling or posing a risk to those in the vicinity.

## 19. RIGGING AND SUSPENDED BANNERS, STRUCTURES, FITTINGS AND APPARATUS

---

Rigging of banners, structures and suspension of fittings and apparatus must be undertaken in accordance with separate rigging rules provided.

## 20. SUBSTANCES HAZARDOUS TO HEALTH

---

All chemicals used by the contractor or exhibitor 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 persons. Where activities might produce fume 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.

## 21. WORK AT HEIGHTS

---

Contractors or exhibitors, who need to install equipment or materials out of reach of the ground, will need to provide safe access equipment and to use it correctly.

**// All accidents must be reported to the Informa Event Organiser in order that treatment can be given and, if necessary, emergency services can be called and directed to the correct location. //**

## 22. GAS, WATER AND WASTE

---

Safety rules in relation to the use of any gas supply, water and waste suppliers are laid out separately.

## 23. ACCIDENTS

---

All accidents must be reported to the Informa Event Organiser in order that treatment can be given and, if necessary, emergency services can be called and directed to the correct location.

It is advisable for contractors and exhibitors to have their own first aid kit available.



## FIRE & EMERGENCY PROCEDURE

AT

### IN THE EVENT OF FIRE

The fire alarm sound for the building is

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

The assembly point is located

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

### IF YOU DISCOVER A FIRE

Raise the alarm by  (e.g. break glass, pull station)

Please leave by the nearest 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.

If you are using a mobile phone or dialling from an outside line, dial

If you are using an in-house phone dial these extensions.

First Aid/ Medical as appropriate:

Fire:

Security:

First aid is available from:

Where a defibrillator is available, please state its location:

In the case of any emergency situation you must follow instructions given by the venue staff.

Arrangements for disabled evacuation are as follows:

*(Where are the disabled guests / delegates evacuated to, and by whom? Is equipment needed for the evacuation i.e. special chairs, lifts etc...?)*

If you have any queries about the fire procedure 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 gangways and fire exits are kept unobstructed at all times and that personal items are kept with you. **NB. If you see anything suspicious then report it immediately to a member of staff.**