OS11

EXHIBITION GUIDE

A HANDBOOK FOR EXHIBITORS AND CONTRACTORS

2022

informa

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INTRODUCTION

HOW TO USE THIS GUIDE

Informa maintains high standards of health and safety and requires exhibitors' and contractors to undertake their work in a safe way that does not put themselves or others at risk. The standards and rules outlined below should be read in conjunction with the venue's site specific safety information provided by Informa.

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.

Please work through the points below and provide the information required.

- **Exhibitor/Contractor to Read Rules provided in the Guide including:**
  - Organiser rules
  - Venue-specific Rules
- **Exhibitor/Contractor completes Health & Safety Declaration:**
  - Appendix 1
- **Exhibitor/Contractor completes the:**
  - risk assessment
  - method statement
  - Appendices 2 & 3 if applicable
- **In addition and if applicable, Exhibitor provides Informa organiser with:**
  - Stand Plans
  - Structural Calculations
  - Fire-Safety of Stand Materials
  - information in accordance with the Health & Safety Rules.

HEALTH & SAFETY RULES FOR EXHIBITORS & CONTRACTORS

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.

CHILDREN

No one under the age of 16 years is permitted in the halls during build-up or break-down.

DELIVERY OF EXHIBITION MATERIALS AND EQUIPMENT

Exhibitors and contractors must make their own arrangements for the transport, delivery and handling of exhibition equipment and materials where necessary, using the appointed logistics contractors.

Exhibitors and contractors are particularly asked to consider the need to have an adequate number of staff and, where necessary, equipment, to assist in the lifting and carrying of materials so as not to create a risk of injury. Informa staff are not permitted to assist in moving goods and exhibition materials.

DESIGNING OUT RISK

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

DEMONSTRATION VEHICLES

Details on the type and size of the demonstration vehicle must be provided to the Event Organiser 30 days in advance of the event (42 days if proposed to be brought into the exhibition hall. A risk assessment and method statement must be provided to the Event Organiser together with the signed declaration within this Guide, which demonstrates the necessary controls are in place to protect the public and pedestrians from the use of the vehicle. Such controls should cover the structural integrity of the vehicle to having visitors on board, adequate means of escape in an emergency, electrical integrity of demo equipment, safety of exhibits, prevention of slips, trips and falls and avoiding contact with pedestrians and objects when parking, setting up, closing up and leaving the site.

DRUGS AND ALCOHOL

The abuse of alcohol, drugs and other substances can affect work performance and safety. Any person found to be under the influence of such substances and, in the opinion of the Organisers and their representatives, constitutes a danger to themselves or other people will be removed from the exhibition and event. The consumption of alcohol is not permitted in the exhibition hall during the build-up and breakdown periods.

ELECTRICAL SAFETY AND ELECTRICAL EQUIPMENT

The installation of electrical power onto shell scheme stands and into temporary seminar areas will be undertaken by the Event Organiser's appointed electrical contractor. This contractor will liaise with the venue's engineers directly to ensure that the installation is verified as safe prior to it being energised and verify this fact to the Event Organiser.

The installation of electrical power onto space only stands and complex structures will be undertaken by the exhibitor's electrician or by the Informa Event Organiser's appointed electrical contractor, through prior agreement. All electrical work including testing and inspection must be undertaken by qualified electricians who are competent to do the work. No 'live working' is permitted under any circumstances. The Informa Event Organiser's appointed electrical contractor, for space only stands and complex structures will liaise with the exhibitor's electrician and the venue's engineers directly to ensure that the installation is verified as safe prior to it being energised and verify this fact to the Event Organiser.

//The electrical integrity of the stand installation must be verified to the Informa Event Organiser's appointed electrical contractor.//

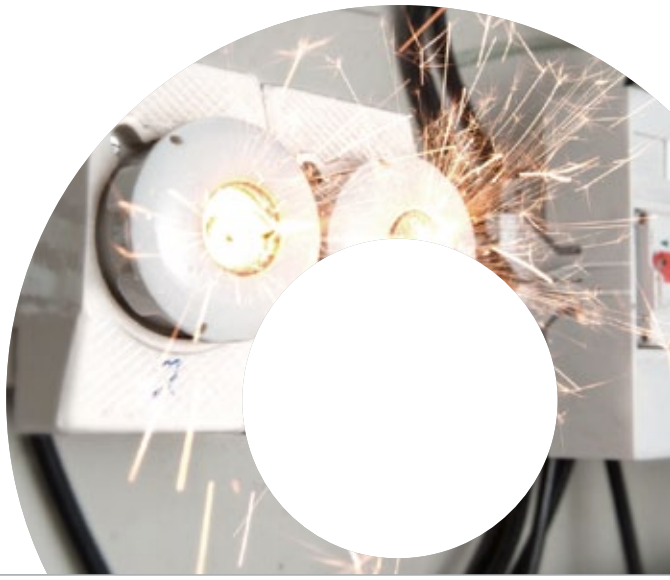
All electrical circuits must be properly earthed. Electrical circuits must be properly insulated. There must be no exposure of cables or live surfaces. Cables must be protected from potential damage. Electrical cables on stands should be fixed with cable ties and should not be left hanging loose. Wiring circuits must comply with local wiring regulations and protected from overload, short circuit or earth fault with adequate correctly rated fuses or circuit breakers. Furthermore, all circuits must be fully protected by Residual Current Devices with a 30 mA trip. Working on live circuits is not permitted at any time. Exhibitors must include sufficient electrical sockets to serve all of the equipment on the stand. Extension leads must be no longer than 2m and only one extension lead per socket will be permitted. It is not permitted to use a block of sockets for multiple plugs and all plugs and extension leads must be in good condition with no damage or defect.

All stands must be visually inspected by the electrician responsible. This is to ensure that the electrical installations are complete and that installations and equipment have no obvious defect or fault which is unsafe. In addition, the following tests must be conducted on the electrical installation; continuity earth, insulation resistance and RCD function. The electrical integrity of the stand installation must be verified to the Informa Event Organiser's appointed electrical contractor.

Informa reserves the right to withhold connection to power to a stand or to shut off power to a stand which is not compliant with electrical safety requirements or if it is deemed to be unsafe by the (organisers) appointed contractor representative. The same applies to electrical equipment, which either appears defective or has inadequate evidence of electrical inspection. Details of the power supply available at the venue and the detailed requirements for each stand are provided in the separate venue specific 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 exhibitor or 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.

Exhibitor and contractor electrical equipment and extension leads 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.



EMERGENCY PROCEDURES

Venue name: The Diplomat Beach Resort

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

IN THE EVENT OF FIRE

The fire alarm sound for the building is broadcasted PA system (e.g. siren, bell)

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

The assembly point is located Diplomat Landings, across the street from the hotel

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 smoke, gas, heat detectors and pull stations (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 954-602-8888

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

First Aid/ Medical as appropriate:	28888
Fire:	28888
Security:	2888
First aid is available from:	Security, Front Desk

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

Arrangements for disabled evacuation are as follows:

Security and Fire Department will assist

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.**

FEATURE AREAS, PRODUCT, PUBLIC DEMONSTRATION, WATER FEATURES AND ENGINE-DRIVEN VEHICLES & MACHINERY

All types of demonstration e.g. the operation of machines; video and film shows etc. require advance notification and the written consent of the Organisers. The Organisers are entitled to restrict or prohibit such demonstrations, even if consent has previously been given, if they interfere with the Exhibition. Acoustic advertising also requires authorisation and must not disturb neighbouring Exhibitors. Musical reproduction by means of radio, CD or DVD requires written approval. In accordance with copyright regulations Exhibitors must obtain the relevant licenses and permissions prior to the beginning of the Exhibition. All demonstrations must be carried out in accordance with health and safety statutory requirements and therefore must not constitute a fire or safety risk to the demonstrator or audience. Full details of the proposed demonstration must be submitted, together with a Risk Assessment in the case of demonstrations that present an inherent hazard e.g. due to moving parts, to the Organisers at least 30 days prior to the event. The Organisers reserve the right to stop working demonstrations on site if they in any way pose a threat to Exhibitors or Visitors or disturb neighbouring stands.

Water features such as fountains, water curtains or the exhibit of spa pools and other such items present a legionella infection hazard through the inhalation of water aerosols. For this reason, all requests for a water feature must be submitted to the Informa Event Organiser at least 30 days in advance of the exhibition, along with the other stand plans and including the risk assessment stating how the risk of Legionella will be controlled with water treatment and water testing.

Engine driven vehicles, vessels or machinery will only be admitted to an exhibition if specifically agreed with the Informa Event Organiser, at least 30 days in advance. Before being admitted, fuel tanks must be emptied and closed with the fuel caps locked and any batteries disconnected.

FIRE SAFETY AND 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 requireme nts 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 international fire standards, namely British Standards, European Class or M standards.

The rules for fire safety of stand materials laid out below refer to the British Standards, however materials meeting the appropriate European or M standards are also deemed acceptable for use on stands. The table at the end of these rules provides further information on the European and M standards and a rough comparison with the British Standards.

○ Timber

Timber used in construction and displays less than 25mm thick must be impregnated to Class 1 standard, in accordance with BS 476- Part 7.

Boards, plywood, chipboard, etc. under 18mm thick must be treated to ensure they comply with the test stipulated in BS 476 - Part 7. The exception to this is MDF, which is acceptable for use due to its density.

Note: Treated boards will have BS 476 – Part 7 – Class 1 marked on them.

Plastics

Plastic must conform to the requirements BS 476 – Part 7 – Class 1. Plastic plants, trees, etc must also conform to this standard.

Polycarbonate materials, such as Lexan and Macrolon are acceptable. **Perspex must not be used.**

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

Fabrics and other decorative materials used for stand dressing must be fire resistant or treated with a fire retardant, in accordance with BS 5438. **Suitable samples of materials shall be submitted together with fire certification documentation to the Informa Event Organiser for approval. Materials may be tested on site to ensure that they** comply. Where the venue has a sprinkler system then the specific venue rules on permitted ceiling fabrics must be followed.

Untreated wallpaper and similar thin surface finishes, not exceeding 1mm in thickness, may be accepted, provided they are fixed firmly with an approved adhesive.

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 BS 4790. Floor coverings shall be secured and maintain so that it will not cause a hazard. Mats shall be sunk, so they are flush with the floor of the stand. Fixing of floor coverings may only be done with the industry standard tape. Other forms of fixing such as cable clips, nails or bolts are strictly prohibited. The exhibitor will incur a charge for any tape not removed by the end of their tenancy period, or damage caused to the hall floor.

Drapes, Curtains & Hangings

Drapes, curtains, hangings and like decorations shall be fire resistant and comply with BS EN 13773. Otherwise, they may be treated with a proprietary fire retardant. Curtains on exit routes should hang 75mm clear of the ground, be parted in the centre and not conceal any exit signs.

Curtains, hangings, decorations and upholstery shall be secured a minimum of 75mm above floor level by a 75mm deep skirting, fixed taut and/or in tight pleats to a solid backing.

The exhibitor is required to submit to the Informa Event Organiser test certificates for any drapes, curtains or hangings that they intend to use. If the Organiser is not satisfied that any material meets the standards required they shall be removed from the exhibition hall.

Upholstery

Any upholstered seating shall be required to meet the pass criteria for fire resistance in accordance with Section 5 BS 5852:1990.

Table showing the fire classification of materials that are deemed acceptable for use on stands

Materials	M Class*	British Standards*	European Class* (BS EN 13501 and EN 13823)
Wood or Wooden-Based composite > 18 mm non laminated	M3	BS - 476-7 Class 1	A1, A2 B, C or D
Wood < 18mm > 5mm Wood > 18 mm laminated	Original M3	BS - 476-7	A1, A2, B, C or D
Plywood / conglomerate < 5 mm Wood- based composite	M1	BS - 476-7	A1, A2 or B
Plywood / conglomerate < 5 mm Wood- based composite	M2- sided fireproofed by paints, varnishes, salts impregnated by an approved applicator	BS - 476-7	A1, A2, B or C
Fitted floor carpet	M3	BS - 4790	A1, A2, B, C or D
Wall fabric and textile coverings	M1 or fireproofed	BS - EN 13773	A1, A2 or B
Plastic Materials	M1	BS - 476-7 Class 1	A1, A2 or B
Paints	M0 & M1 approved -Nitrocellulose prohibited		A1, A2 or B
Floating decoration	M1 or fireproofed	BS 5438 or BS EN150, BS 69401, BS 6941	A1, A2 or B
Floral or synthetic material decoration	M1	BS 5438 or BS EN150, BS 69401, BS 6941	A1, A2 or B
Glued Decoration (paper)	M1	BS 5438 or BS EN150, BS 69401, BS 6941	A1, A2 or B
Furniture	Large furniture: M3 Light Structure: M3 Stuffing: M3 Covering: M1	BS 5852	Coverings A1, A2 Structure & Stuffing D
Glass	Reinforced, tempered, laminated- must be placed at eye level and corner polished or protected.	BS 6206, BS 6262	
Other materials	Approval to be requested- decoration (carpets, cloths, contact glues) must be M1		A1, A2 or B

* The table is for guidance only to ensure that fire-safe materials only are used on stands. It should not be interpreted to imply that the British, European Class or M Class standards are equivalent.

Horizontal Escape from Stands, Seminar Rooms, Hospitality Suites & Hall

Escape Routes

- Every escape route should lead to a place of safety.
- Escape routes should have a minimum unobstructed height of 2,100mm, other than within doorways, which should have not less than 2,060mm clear height.
- The free flow of people using the escape route should not be impeded by any obstruction.
- All floors should be even and have a firm, smooth and slip resistant finish. Trip hazards should be avoided.
- Where there are more than 45 persons on an exhibition stand then there must be at least 2 alternative exits from the stand providing escape in more than one direction.
- For two escape routes to be considered as providing travel in more than one direction they should be separated by an angle of at least 45° or by fire-resisting construction.
- A minimum clearance for escape purposes in front of hall entrances and exits must be 3 metres.
- Perimeter aisles shall be a minimum of 3 metres wide. Aisles running north to south and which lead directly to vehicle access doors or hall entrances shall be a minimum of 3 metres wide. All other aisles between stands shall have a minimum width of 2 metres. The maximum travel distance from any part of a stand to an open side or exit or to a gangway shall not exceed 15 metres.

Doors

Doors and gates forming part of an escape route shall be hung to open in the direction of escape, clear of any steps, landings or the public way, and shall be recessed so that when open they do not obstruct the required width of any gangway, corridor, staircase, landing or other escape route. Such doors shall be free from fastenings other than panic bolts of a type and pattern and installed in accordance with internationally accepted standards such as BS EN 1125. The minimum width of a single exit door should not be less that 750mm.

Where any door or gate is at the head or foot of stairs, a landing shall be provided between the door or gate and the top or bottom step. The depth of the landing shall not be less than width of flight.

All doors on escape routes shall be provided with a vision panel of clear glazing at sight level. Wheelchair user's zone of visibility is between 900mm and 1,500mm above floor level.

Doors accessible to mobility impaired disabled people should be at least 800mm wide.

In exceptional circumstances and where permitted, any inwards-opening door or gate used by more than 50 persons shall be so arranged that it can be locked back in a way that requires a key to release it and, when locked back, it does not form an obstruction or reduce the required width of an exit. A notice stating "THIS DOOR TO BE KEPT LOCKED BACK IN THE OPEN POSITION WHILST THE PREMISES ARE OPEN TO THE PUBLIC", in 10mm letters must be displayed adjacent to the door.

Emergency Lighting

The illumination provided by normal lighting and by the emergency lighting should each be sufficient to enable the public, performers and staff to see their way out of the premises, stands, seminar rooms and theatres at all times. The horizontal luminance at floor level provided from either source along the centre line of defined escape routes should nowhere be less than 0.2 lux but preferably 1 lux. This need not apply to seat ways leading directly to gangways. Care should be exercised that the failure of a single lamp on either supply will not cause a hazard. Any battery used for emergency lighting should be capable of maintaining the full load connected to it for a minimum of three hours after the failure of the normal supply.

Capacity of Exits

The number, capacity and distribution of exits must be sufficient to allow visitors safe access and egress to ensure effective means of escape in the event of an emergency. The exits should be kept available and unobstructed at all material times and should generally be arranged so that there are alternative escape routes from any point within the event in accordance with international standards.

Vertical Escapes

Ramps

- The slope of any ramp shall be uniform and no steeper than 1:12. Level landings shall be provided at the top and bottom of ramps and any intermediate position where exit doors open on to them.
- The surface of any ramp should be imperforate and non-slip in texture.
- The minimum width of a ramp provided for use by the disabled should be 1m.
- All ramps and landings should have clear headroom throughout of at least 2m.
- Ramps should be clear of permanent obstructions.

Handrails

- A continuous handrail must be provided where there are two or more risers.
- Stairs should have a handrail on at least one side if they are less than 1m wide. They should have a handrail on both sides if they are wider.
- Double width staircases shall have a central handrail.

Guarding of Stairs

- Flights and landings should be guarded at the sides when there is a drop of more than 360mm or there are two or more risers. Guarding should be constructed so that:
- A 100mm sphere cannot pass through any openings in the guarding.
- Persons are not readily able to climb the guarding.
- Guarding shall comply with internationally accepted standards such as the recommendations of Approved Document K of the Building Regulations and with BS 6180.

Barriers (Balustrades)

Barriers shall be provided to protect exposed edges of landings, balconies and any other changes of levels exceeding 360mm.

Barriers shall comply with the internationally accepted standards such as the recommendations of Approved Document K of the Building Regulations and with BS 6180.

Barriers shall be non-climbable i.e. with solid infills or vertical guardrails, which should be no more than 100mm apart and without horizontal members between verticals.

Inner Rooms (room within a room)

In order to prevent dead ends, inner rooms must have an alternative means of escape, indicated with the appropriate signage, or alternatively smoke detection or vision panels installed between each area or an open common ceiling.

Seminar Theatres

- There shall be a minimum of two emergency exits from the seminar room or theatre and, in most cases, double-leaf doors unless less than 45 persons are present when a single exit will suffice. All exit doors must open outwards and into a recess so that gangways remain unobstructed.
- Exit doors shall be equipped with illuminated exit signs.
- Vision panels shall be provided to all doors.
- The width of gangways required between blocks of seats depends on the total number of seats and their layout (refer to next point).

Conventional Seating

- Chairs or other single seats should be secured together in lengths of not fewer than 4 seats and not more than 12 so that the seats cannot be separated from each other merely by pushing one or more seats in a row (the only exception being chairs in boxes or other approved enclosures).
- The width of gangway required between blocks of seats depends on the total number of seats and their layout, but the minimum gangway required will be 1.2m.
- The seating and gangways shall be so arranged as to allow free access direct to the exits.

Fire Rating of Seating

- Seats provided for a closely seated audience should satisfy the pass criteria laid down in internationally accepted standards such as the Section 5 of BS 5852.
- The underside surface of all plywood decks, surfaces of side and back panels and fascia's of temporary tiered seating should be class 0.
- Upholstery of all fixed seating shall comply with the provision of internationally accepted standards such as BS 7176.

Solid Ceilings

Self-contained smoke detectors must be provided in any room with a solid ceiling where the travel distance is 10 metres or greater.

Sprinklers and Stand Ceilings

Where events halls have sprinkler systems then individual stand ceilings must allow sprinklers to penetrate and the particular venue rules on permitted ceiling materials must be followed.

Storage

- No excess stock and literature or packing cases may be stored on, around or behind stages and structures.
- Storage underneath stages and structures is strictly forbidden.
- Vision panels are required to be installed on doors to storage rooms.

Smoking

Smoking is not permitted during the exhibition construction and dismantling phases and exhibitors are required to make this clear to their staff and their contractors. Those who ignore smoking restrictions are liable to be excluded from the venue.

Hot Works

Hot-works such as oxy-acetylene cutting/welding, the use of gas/oil blowlamps, grinders, tar boilers, LPG burners, soldering etc. are prohibited unless advanced notice is given to the Informa Event Organiser or Venue Health & Safety Officer. Permission must be granted and a specific hot work permit issued by the venue prior to the commencement of work.

FLOOR LOADING

The permitted loading on the lorry way, ramps and exhibition hall floors, 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 the Informa Event Organiser and the venue, to ensure floor loadings are not exceeded.

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

FOOD SAFETY

The preparation and provision of food, other than pre-packed confectionary and snacks, is not permitted on stands, due to the food hygiene implications, unless specifically authorised by the Informa Event Organiser, based on stringent food hygiene standards being met and subject to 30 days advanced notice. Catering outlets are provided at the venue for use by exhibitors and delegates and if necessary stands can arrange for the event caterers to provide food to the stand.

GAS, WATER AND WASTE

The venue specific safety rules in relation to the use of any natural gas supply, water and waste suppliers are, where relevant to this event, laid out separately.

GLAZING

All glazing must comply with the current International Building Regulations including BS 6206 and BS 6262. Any uninterrupted 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 that 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.

HOUSEKEEPING

The exhibitors' and contractors' staff is required to maintain good standards of housekeeping and not obstruct corridors or emergency exits unless the Informa Event Organiser has agreed to this and alternative safety arrangements have been made. Combustible waste and rubbish must be removed from stand 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.

During the exhibition, construction and dismantling phases it is likely that some areas of walkways will be designated emergency routes, whilst others may be used for storage. Exhibitors and contractors must ensure that they have a clear understanding of these restrictions before allowing materials and equipment to be deposited. The installation must respect the pre-determined areas, without overlapping into the safety aisles.

LIFTING EQUIPMENT

All lifting equipment, such as forklift trucks provided by the venue or by the onsite logistics company, may only be used by trained and authorised staff. All lifting equipment provided must be suitably inspected and certificated as fit for purpose by an authorised, competent person and labelled with the safe working load.

MOVEMENT OF VEHICLES

Contractors specifically appointed to provide logistics operations and involved in delivering materials to the site must ensure that vehicles and mechanical handling equipment such as forklift trucks, only access, operate and manoeuvre in areas designated by the venue for this purpose. These contractors 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. They must also ensure that forklift truck drivers are competent and formally authorised to operate forklift trucks and that warning systems, where fitted, such as vehicle beacons and reversing alarms, are operational at all times and that banks men under their control wear appropriate high visibility clothing.

PERSONAL PROTECTIVE EQUIPMENT

Exhibitors and contractors are required to bring with them and use the necessary personal protective equipment, such as safety helmets, eye protection and safety footwear. Any stands built over 4 metres high, including the 2 metre area around the stand, will be designated as a Hard Hat Area during Build Up and Breakdown. Visible signage must be produced. All Exhibitors and Contractors working within these areas during the Build Up and Breakdown of these stands must wear hard hats.

PERSONAL CONDUCT

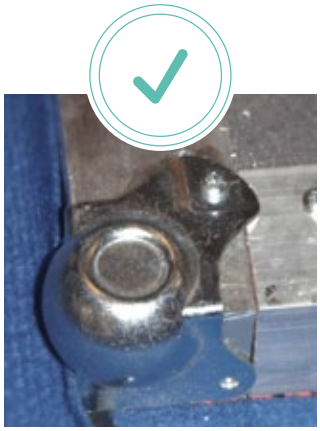
The safety and success of the exhibition build and breakdown is very much dependent on the safety attitude and behaviour of every single contractor involved. The Organiser takes safety extremely seriously and expects each and every contractor to play there part in following these rules, working safely and making every effort to assist fellow contractors to maintain a safe working environment. Where contractors flaunt the safety rules then they will be issued with the equivalent of a yellow card. Should they then persist in continuing to work unsafely they will be shown the red card and prohibited from working at the event.

PLATFORMS AND STAGES

Platforms and stages or staircases for public use over 320mm high shall require a suitable handrail. Platforms and stages over 600mm high are classed as complex structures and will be subject to the rules in respect of structural calculations and checks as laid down under the Structural Safety section of this manual (page ***)

90° corners are not permitted at Informa events. Failure to adhere to this rule will incur costs to exhibitor as stand alterations will have to be made to comply with this rule.

Corner protectors can be used as in the example below:



CORRECT

INCORRECT

RIGGING AND SUSPENDED BANNERS, STRUCTURES, FITTINGS AND APPARATUS

Exhibitors and contractors are NOT permitted to conduct their own primary rigging, i.e. fix to the fabric of the venue building. Only the appointed or approved organiser's or venue's rigging contractors are permitted to conduct rigging operations from any part of the venue fabric.

All exhibitor rigging requirements must be submitted to the Informa Event Organiser at least 30 days in advance, with details of layouts and loads of suspended items involved who in turn will liaise with the appointed rigging contractor. All rigging operations must be properly planned in advance particularly with regard to permitted Working Load Limits. All rigging operations must be supervised by a competent supervisor.

Rigging equipment used must be free from defects, fit for purpose, marked to indicate its Working Load Limit, adequately maintained and subject to relevant legal requirement for inspection with valid certification which must be available on request. All rigging equipment on site must be visually inspected daily by a competent person to ensure that it can function safely.

Before the lift of an Exhibitor's suspended item takes place, the exhibitor's contractor has the responsibility to ensure, through liaison with the appointed rigging contractor, that the fixing bracket is suitable for the suspended item involved.

Sign suppliers shall be responsible for the integrity of signs and their suspension fittings which must be fit for suspension.

Screw-in eyes are not acceptable and the organiser reserves the right to refuse to allow the suspension of any signs where the suspension fitting supplied is inadequate.

Due to the flimsy nature of materials used, paper signs may only be suspended if constructed from an approved material. Drop weighting to the bottom of banners may only take place when the weighting is completely sealed within the banner by positive means, such as stitching or vinyl welding. Provision of bottom drop weight pockets by gluing is not acceptable.

Areas for rigging operations are to be clearly defined and access to such areas shall be restricted to competent personnel involved in the operation. Clear communication between persons working at height and ground crew is to be maintained.

Access equipment must be free from defect and used in accordance with the manufacturer's instructions in the manner intended. When working from a cherry-picker, riggers must be clipped on and wearing a safety harness. Suitable head protection must be worn to prevent injury to the head when working or falling. The rigging company must have a rescue plan to rescue riggers suspended at height following a fall.

Rigging for exhibition stands must be within the maximum stand height (therefore dependant on size of exhibition stand). Rigging of banners, structures and suspended items are defined as complex structures and therefore subject to the Structural Safety rules section in this manual. Furthermore suspension of fittings and apparatus must be undertaken in accordance with the separate venue specific rigging rules provided and the National Arenas Association (NAA) Guidance for Rigging in UK Venues or International standards such as the NSL International Rigging and Lifting Handbook.

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.

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

SPECIAL RISKS

Unless specifically agreed by the Informa Event Organiser in writing following a notice period of at least 30 days' notice, the following goods and equipment are prohibited and will not be admitted on to the 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 or water feature involving water where there is a risk of Legionella.
- Activities involving hot-works such as oxy-acetylene cutting/welding (which must be subject to a specific hot work permit).
- Explosive, pyrophoric or spontaneously 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.

STORAGE CONTAINERS

Storage containers must not be located on the venue premises except at locations agreed by the Informa Event Organiser.

STRUCTURAL SAFETY

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

All stands are required to be structurally stable. The design of complex structures (see definition below) are required to be verified for structural integrity by a structural engineer appointed by the Informa Event Organiser or the venue. In order for this to be carried out, full details of such structures and stands must be submitted to the Informa Event Organiser at least 30 days prior to opening of the event.

Any 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.

Details on the definition of complex structures and the requirements for suspended fittings and apparatus and glazing materials together with the process for sign off by the structural engineer are to be found below.

Please Note: Double-storey stands or stands higher than 4m are not permitted unless explicit permission has been granted by the Informa Event Organiser.

Complex Structures

Definition

A complex structure is any form of construction of any height, which would normally be designed by an engineer and/or has, through a risk assessment, been found to provide a significant risk. Examples of complex structures include:

- Structures over 4m in height and of a complex design or nature
- Multi-storey stands
- Viewing/service platforms
- Suspended items (e.g. signs and lighting rigs)
- Raised walkways
- Ramps
- Sound/lighting towers
- Temporary tier seating
- Platforms and stages over 0.6 metres in height

Structures over 4 meters which are of simple design i.e. signage and stage backdrops and may not be complex, must submit details of how they are to be fixed to prevent them falling to the organiser.

Submission procedure

Exhibitors are responsible for submitting full details of all complex structures to Informa Event Organiser no later than 30 days prior to the event.

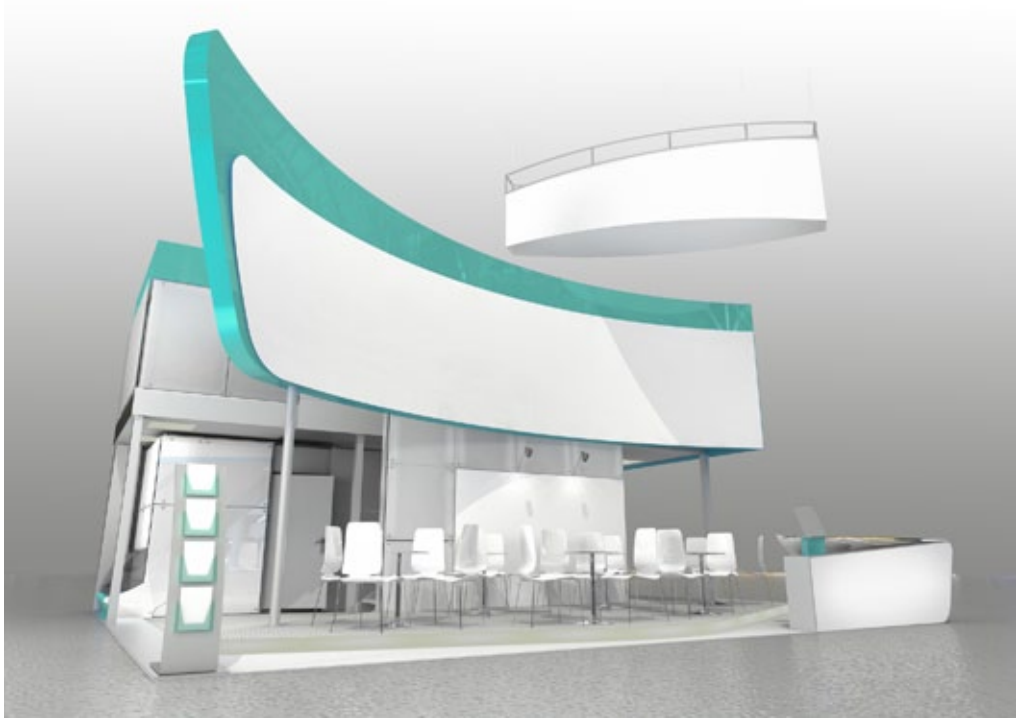
Exhibitors are responsible for submitting written confirmation stating that a structural engineer has checked the configurations and they are satisfied the structure has been designed in a safe and competent manner, no later than 30 days prior to the event.

Permission to build any complex structure will not be given until the Informa Event Organiser has received two copies of the following (written in English):

- Written confirmation on structural safety from a structural engineer
- Detailed scaled structural drawings (including staircases, plan views and elevations)
- Calculations for the structure
- Risk assessment
- Method statement

All of the above should show the event name and/or number of the structure. Items should not be sent piecemeal.

Stands should be made accessible to physically disabled persons where this can be readily achieved e.g. through the installation of access ramps.



// Exhibitors are responsible for submitting full details of all complex structures to Informa Event Organiser no later than 30 days prior to the event. //

SUSPENDED FITTINGS AND APPARATUS

All suspended fittings and apparatus (e.g. lights, screens, sound clusters and speakers, display rigs etc.) shall be fitted with secondary safety wires/chains and brackets. Details of layouts and weights of suspended fittings and apparatus are to be supplied to the Company at least 30 days prior to the event and shall not exceed the load capacity laid down in the venue rigging rules for the suspension of such items from the roof.

SUBSTANCES HAZARDOUS TO HEALTH

Where the work of an exhibitor or contractor involves the use of chemicals, or where the work generates dust or substances, which may give rise to a health risk, the contractor must have, on site, an adequate written risk assessment and current material safety data sheets for any chemicals used. Both the assessments and the material safety data sheets must be available on request to the Informa Event's Organiser for inspection. The assessments produced by the exhibitor or contractor must identify how risks to others in the vicinity are to be avoided, as well as how risks to the contractor's staff are controlled.

Where woodworking cannot be avoided by design and build off site, then dust extraction must be fitted to any woodworking equipment.

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 exhibitor or contractor must have safe and legal transport and disposal arrangements for any chemicals used.

WORK AT HEIGHT

Exhibitors or contractors, who need to install equipment or materials out of reach of the ground, will need to provide access equipment, which must be in sound condition.

Preference should be given to providing a safe working platform fitted with guard railing such as through use of a mobile elevated work platform, scaffold tower or podium steps as opposed to resorting to the use of stepladders and ladders. However, the individual operators of this equipment must be appropriately trained, to ensure the equipment is properly set-up and operated with safety harnesses used where necessary.

The exhibitor or contractor is required to declare the proposed use of tower scaffolds to the Informa Event Organiser on the Health & Safety Declaration form, who will undertake their own spot checks of the safe use of this equipment on site.

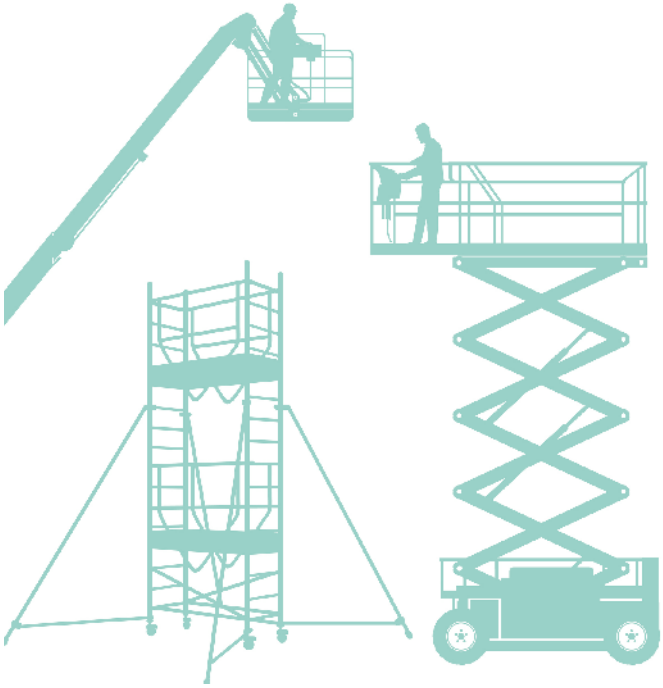
Ladders and stepladders must only be used as a last resort for short duration, light work (max 30 minutes handling up to 10 kg) and where the operative is not at risk of overreaching in order to carry out the work. Stepladders must not be used sideways-on where sideways loads are applied. The top two steps of a stepladder should not be used, unless a suitable handrail is available on the stepladder.

Furthermore, in the case of swing-back or double-sided stepladders (where the top of the ladder is a step) the top three steps should not be used. In relation to ladders they must be secured at the top, or footed at the base, whilst in use and not used for work over 4 metres.

Where work at heights is undertaken and other persons may pass underneath, then the area below the work must be barriered or taped-off and warning signs displayed.

WORK EQUIPMENT

All work equipment must be in good, maintained condition and used for the work intended by operatives competent in their use. Any moving parts must be suitably guarded. Electrical and lifting equipment are covered under separate sections above.



APPENDIX 1

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 risk assessments in place for their stand and/or activities. In addition, they should also confirm in the declaration that their contractors have completed a risk assessment, where relevant, for the stand build and subsequent dismantling operations and have a written method statement for these activities.

The individuals with overall responsibility for the health and safety for the exhibitor stand and associated construction 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.

Exhibitors for SPACE ONLY (FREE BUILD) stands are required to submit the risk assessment and method statement for the stand construction (and dismantling) and for their activities to the Informa Event Organiser. 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. 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.

Guidelines to assist with completing risk assessments and method statements are provided below.

EXHIBITORS AND CONTRACTOR'S HEALTH & SAFETY DECLARATION

Compulsory

Please fill in form, tick the boxes that apply, providing supporting information and submit by:

If you have any queries please contact the Event Organiser

For Exhibitors:

Exhibiting/Contracting Company:

Name

Stand No:

Site Telephone No:

Email:

Declaration Authorised By (print & sign):

Position:

Individual with Overall Responsibility for Health & Safety on Site:

Name

Position:

Mobile No:

Email:

For Exhibitors:

☐ **We have a Table Top (Pop-Up) Stand.**
We have trained and made our stand staff aware of the hazards to be expected on site. We have read and are committed to following the 'Health & Safety Rules' in the Exhibitor's Manual. We have completed a risk assessment and conclude that our exhibits, demonstrations and work practices will cause no significant risk to either others or ourselves on site. The risk assessment is available on request.

☐ **We have a SHELL SCHEME stand.**
We have trained and made our stand staff aware of the hazards to be expected on site. We have read and are committed to following the 'Health and Safety Rules' in the Exhibitor's Manual. We have completed a risk assessment and conclude that our exhibits, demonstrations and work practices will cause no significant risk to either others or ourselves on site. The risk assessment is available on request.

☐ **We have a SHELL SCHEME stand with Product Demonstration / Activities.**
We have trained and made our stand staff aware of the hazards to be expected on site. We have read and passed them the 'Health and Safety Rules' in the Exhibitor's Manual and are satisfied they are competent to undertake their tasks safely. We have ensured that a risk assessment is carried out for any proposed stand activities, product demonstrations and public demonstrations. Where the activity or product demonstration gives rise to significant risk full details have been submitted to the organiser with a copy of the risk assessments, method statement and stand plans / product specification.

☐ **We have a SPACE ONLY (Free Build) stand and have not appointed contractors.**
We have a risk assessment and method statement prepared for our exhibits, demonstrations and work practices and have brought the findings to the attention of our stand staff together with the 'Health and Safety Rules' in the Exhibitor's Manual, which we have read. Our risk assessment, method statement and stand plans have been forwarded to the Event Organiser at Informa.

☐ **We have a SPACE ONLY (Free Build) stand and have appointed contractors to design, build and/or dismantle our stands.**
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. In turn we have completed our own risk assessment for our exhibits and demonstrations. All risk assessments, method statement and stand plans for our event have been forwarded to the Event Organiser at Informa.

☐ **We are a Co-exhibitor and are not involved with the construction or set-up of the stand.**
We have completed a risk assessment and conclude that our exhibits and demonstrations will cause no significant risk to either others or ourselves on site. The risk assessment is available on request.

Our contractors will be using **access tower scaffolds** and I understand these will be subject to inspection by the Organiser.

PLEASE NOTE THAT EXHIBITOR/CONTRACTOR PASSES WILL NOT BE ISSUED IF THIS FORM IS NOT RETURNED

APPENDIX 2

EXHIBITOR'S AND CONTRACTOR'S GENERAL RISK ASSESSMENT

Guidance & Completion of Form

Introduction

Informa requires exhibitors and contractors to conduct a risk assessment of their activities in order 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 but, if you do not already have a system, you may wish to use the attached form.

Contractors are also required to complete a method statement for the build and dismantling stages of the exhibition. An example of a method statement format is also attached for your use if this will assist with the completion of this document.

The Informa Event Organiser will require copies of risk assessment and method statement from SPACE ONLY (Free Build) exhibitors to be sent to them. SHELL SCHEME exhibitors may be required to show a copy of their risk assessment upon request and in the situation where they provide exhibits involving the public that potentially involve significant risk.

// ....the use of inappropriate materials that do not meet the applicable international standards for fire resistance present a significant fire risk. //

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 (Free Build) stands will 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.

Using The Risk Assessment And Method Statement Forms

The form is designed to enable you to complete a basic risk assessment. It should be completed in conjunction with your contractors erecting and dismantling the stand.
It includes the key risk control measures, which, if adopted, will assist you in complying with the requirements of the venue and organisers. You can demonstrate that you are committed to implementing the control measures by marking against each one. Where you have additional hazards and are implementing further controls these can be entered in the table together with any further comments.

Company Name _____ **General Risk Assessment for** _____

Stand Number (where applicable) _____ **at** _____ (EVENT)

Hazard/Issue	Persons Affected	Existing Risk Controls	Further Actions/ Comments
○ Fire ○ Security ○ Falls of objects and persons from height ○ Slips, trips, falls ○ Machinery, equipment, plant, powertools ○ Electrical safety ○ Manual Handling ○ Hazardous substances ○ Vehicle movements ○ Other	Our staff, other contractors, the public	☐ We plan our works for build and break-down phases and adhere to the safety rules laid down in the information provided by the Organiser and the Venue ☐ Stand and exhibit materials we install meet fire resistant standards with samples sent to Organiser ☐ We keep emergency escape routes clear ☐ We ensure that all persons will be able to leave our stand safely and can see where the exits are. ☐ We observe the no smoking rules ☐ We don't carry out hot-work unless we have written permission from the Organiser, subject to permit ☐ We maintain good housekeeping and clear away rubbish regularly ☐ We are vigilant and report any security concerns ☐ When we have to work at height we use a stable working platform with proper edge protection or steps where the work is of short duration ☐ We are careful to avoid items falling onto persons below ☐ We take care to minimise trailing leads, covering or taping these down where feasible ☐ Our staff wear safety footwear when build or dismantling stands ☐ We have our own rules to ensure our staff use equipment safely	

Continued

Hazard/Issue	Persons Affected	Existing Risk Controls	Further Actions/ Comments
○ Fire ○ Security ○ Falls of objects and persons from height ○ Slips, trips, falls ○ Machinery, equipment, plant, powertools ○ Electrical safety ○ Manual Handling ○ Hazardous substances ○ Vehicle movements ○ Other	Our staff, other contractors, the public	☐ Our powertools are battery powered or run on 110V extra low voltage supplies ☐ All our powertools are properly guarded and we continue to check this is the case ☐ We supply pre-prepared and pre-cut materials for our stand before we come to site, whenever we can ☐ When we do have to cut wood materials we use extraction ventilation equipment to avoid dust ☐ Our electrical equipment is inspected and tested to ensure it is safe from causing an electric shock or overheating ☐ We make sure our stand is electrically checked and certificated by the appointed electrical contractor before it is energised. ☐ We properly support and fix all our structures so they do not present a risk of falling ☐ We do not build stand structures greater than 4 metres high unless we have had written permission from the Organiser ☐ We understand that stand structures over 4m high, raised platforms, suspended heavy items, sound or lighting towers are complex structures, have to be specifically permitted by the Organiser and require a formal design check and final inspection by a structural engineer ☐ We do not spray paint any chemicals onto our stand within the venue unless permission has been given by the Organiser ☐ We do not use flammable materials on our stand ☐ We use the appointed logistics contractor to transport our stand materials onto and around the site ☐ We report all incidents to the Organiser	

Signed by Exhibitor (where relevant)**:** _____ **Date:** _____

Signed by Contractor: _____ **Date:** _____

METHOD STATEMENT - GUIDANCE FOR COMPLETION

METHOD STATEMENT FOR FOLLOWING ACTIVITIES:	
EXHIBITORS NAME:	**CONTRACTORS NAME:**
EVENT NAME AND DATE:	**STAND NO:**
Exhibitor Contact Details:	*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.*
Responsible Person Contact Details:	*E.g. the employee who will be responsible for the construction and breakdown of your stand or carrying out the specified activities. Please add all contact details including name, mobile number and position within your company.*
Stand or Activity Details & Location:	E.g. the logistics, vehicle movements, loadings, dimensions, location, or unusual stand features (as relevant).
Access:	*Details of the entry point into the halls and the route to the final position.*
Step-by-step Sequence for the structure:	***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.*
Stability:	***Detail*** *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:	*Outline all of the equipment that will be used, their capacities, weight, locations and floor loadings. Check training qualifications and machinery inspection certificates.*
Working at Height:	*Include* ***All Details*** *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.* ***Scaffold towers incorrectly or incompletely assembled will be removed from the Hall.*** *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.*
Hazardous Substances:	*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.* ***Any substance deemed hazardous which cannot be adequately controlled will be removed from the Hall.***
Environment:	*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.*
Services:	*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.*
First Aid & Emergency Procedures:	*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)*
Safety Features:	*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.*
Exhibits (where applicable):	*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.*
Arrangements for Safe Dismantling:	*Describe methods involved during event breakdown to plan the breakdown phase to avoid hazards arising from falling materials, moving vehicles, poor housekeeping etc.*

METHOD STATEMENT FOR FOLLOWING ACTIVITIES:	
EXHIBITORS NAME:	**CONTRACTORS NAME:**
EVENT NAME AND DATE:	**STAND NO:**
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:	
Hazardous Substances:	
Environment:	
Services:	
First Aid & Emergency Procedures:	
Safety Features:	
Exhibits (where applicable):	
Arrangements for Safe Dismantling:	

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

Print Name: _____ Signed: _____

Date: _____