Exhibit F

INFORMA - WORKPLACE SAFETY REGULATIONS AND PROHIBITIONS

INFORMA's Workplace Safety Regulations and Prohibitions are the minimum level of safety which GSCs, EACs, other contracted services such as electric and plumbing, audio/visual and cleaning must comply with. ***If the GSC or Venue have more stringent safety regulations and prohibitions, then those regulations and prohibitions will become Informa's safety standard for that event.***

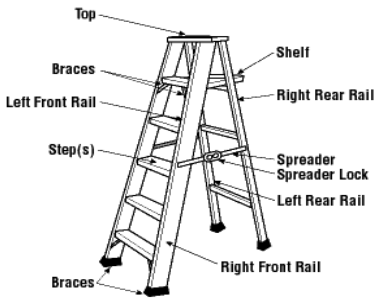
TABLE OF CONTENTS

SUBJECT	PAGE
COMMON HAZARDS - BEST PRACTICES AND REGULATIONS AND UNSAFE PRACTICES AND PROHIBITIONS	
Working at Heights	2
Cluttered Working Spaces at Floor Level	6
Manually Lifting Heavy Loads	7
Being Hit by Falling Objects	7
Drones aka Unmanned Aircraft Systems (UAS)	8
Forklift and Freight Operations	9
Power and Hand Tools	10
Sharp and Abrasive Packing and Building Materials	11
Fire	11
Leaks and Spills	12
Working with Harmful Chemicals and Gasses (Hazardous Materials)	12
Electrical Work	13
Poor Structural Integrity of Exhibit Booths	14
PERSONAL PROTECTIVE EQUIPMENT (PPE)	15
Safety Shoes	15
Hard Hats	15
Bump Caps	15
Body Harnesses	15
Safety Glasses/Googles	15
Face Protection	15
Work Gloves	16
Other PPE	16
MEDICAL CONCERNS AT INFORMA EVENTS	16
Medical Coverage at Informa Events	16
First Aid	16
Reducing the Spread of Infectious Disease and Viruses	16
Legionnaire's Disease	17
Heat Exhaustion/Stroke	17

COMMON HAZARDS - BEST PRACTICES AND REGULATIONS AND UNSAFE PRACTICES AND PROHIBITIONS

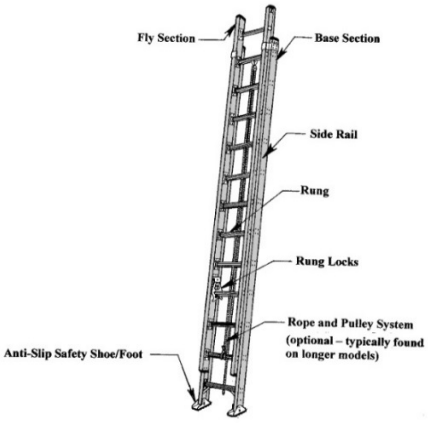
WORKING AT HEIGHTS

Step - Ladders



BEST PRACTICES – REGULATIONS		UNSAFE PRACTICES - PROHIBITIONS
Restricting step – ladder choices to the table below: **TYPE** / **DAILY RATING** / **USE** / **LOAD** 1AA / Special Duty / Rugged / 375 lbs. 1A / Extra Heavy Duty / Industrial / 300 lbs. 1 / Heavy Duty / Industrial / 250 lbs. II / Medium Duty / Commercial / 225 lbs. Source: Types IA, I, II, III: Subpart X—Stairways and Ladders, Appendix A (American National Standards Institute (ANSI) 14.1, 14.2, 14.5 (1982)) of OSHA's Construction standards. Source for Type IAA: ANSI 14.1, 14.2, 14.5 (2009).		**Using an unapproved step ladder type** **Exceeding the load rating of an approved step-ladder. You must always include the weight of all tools, materials and equipment** **Standing and working while on the 1st step from the top**
Adhering to these mandatory procedures for step-ladder use - Inspect for defects before use; cracks to the side rails, broken or missing rungs, missing or excessively worn Anti-slip shoes and other damaged safety devices. Discard these ladders or tag them as "Do Not Use" and send for repair. - Footings must be level - Spreaders must be locked when ladders are in use		**Standing on the Top Cap** 
		Moving or shifting a ladder with a person or equipment on the ladder

Straight Extension Ladders



Extension Ladder

BEST PRACTICES - REGULATIONS		UNSAFE PRACTICES - PROHIBITIONS
Restricting ladder choices to the table below: **TYPE** / **DAILY RATING** / **USE** / **LOAD** 1AA / Special Duty / Rugged / 375 lbs. 1A / Extra Heavy Duty / Industrial / 300 lbs. 1 / Heavy Duty / Industrial / 250 lbs. II / Medium Duty / Commercial / 225 lbs. Source for Types IA, I, II, III: Subpart X—Stairways and Ladders, Appendix A (American National Standards Institute (ANSI)) 14.1, 14.2, 14.5 (1982)) of OSHA's Construction standards. Source for Type IAA: ANSI 14.1, 14.2, 14.5 (2009), which are non-mandatory guidelines.		**Using an unapproved step ladder type** **Exceeding the load rating of an approved step-ladder. You must always include the weight of all tools, materials and equipment** **Using a ladder on unstable footing.**
Adhering to these mandatory procedures for step-ladder use - Contractors must be mindful of heavy foot traffic and other vehicles (forklifts, self - propelled lifts and scooters). A safe area around the ladders feet must be set up before use and be maintained while ladder is in use. - Inspect for defects before use; cracks to the side rails, broken or missing rungs, missing or excessively worn Anti-slip shoes and other damaged safety devices. Discard these ladders or tag them as "Do Not Use" and send for repair. - Footings must be level and double checked by supervision when placed for use - Use extra care when getting on or off the ladder at the top or bottom. Avoid tipping the ladder over sideways or causing the ladder base to slide out. - Extend the top of the ladder three feet above the landing.		**Moving or shifting a ladder with a person or equipment on the ladder**

Rolling Scaffolds

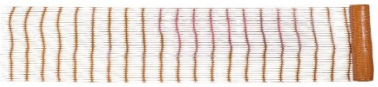
BEST PRACTICES - REGULATIONS		UNSAFE PRACTICES - PROHIBITIONS
Most GSCs do not permit their workers to use moving or stationery scaffolds. When this occurs, Informa will support this regulation.		**Using items like boxes, barrels, bricks, or concrete blocks as scaffold footing**
Assembling the rolling scaffold according to manufacturer's instructions.		**Moving scaffold with workers on it or with building materials and tools**
Ensuring that the surface on which the scaffold is moved is level and without holes or obstructions		**Missing guardrails (hand, mid and toe)**
Bracing all rolling scaffolds horizontally and diagonally.		**Overloading in excess of its rated working load or loading in a way that affects its stability**
Cleating or securing all planks.		
Preventing joints from separating. Secure access ladders.		
Making sure the platform has appropriate guardrails (hand, mid, toe). Diagonal braces are not a substitute for guard rails and mid-rails		
Ensuring that each wheel or castor is equipped with brakes to prevent rolling and swiveling.		
Locking the caster brakes before climbing onto scaffold		

Aerial Lifts (straight boom, articulating boom and scissor lifts)



BEST PRACTICES - REGULATIONS		UNSAFE PRACTICES - PROHIBITIONS
Permitting only trained and authorized persons are allowed to operate an aerial lift. OSHA - <u>1926.21(b)(2)</u>		**Driving with the lift platform raised (unless the manufacturer's instructions allow this).**
Prior to each work shift Inspecting lift for: Manufacturer's recommendations; Proper fluid levels and leaks (oil, hydraulic, fuel); Lower-level controls; Horn, gauges, lights and backup alarms; Steering and brakes; Operating and emergency controls; Fiberglass and other insulating components; Missing or unreadable placards and warnings; Mechanical fasteners and locking pins; Wheels and tires; Batteries and charger		**Standing on top of a bucket or using planks or ladders to gain extra height.** **Exceeding the rated load limit.** **Working above other workers without a clear area below or a safety spotter or warning "safe area" signage**
All lifts must be in a good state of repair. Gasoline powered lifts and leased lifts must not be older than 5 years		**Overloading in excess of its rated working load or loading in a way that affects its stability**
Wearing a safety harness connected to points in the operator's basket. Wearing a "bump cap" or hard hat if near ceiling or other overhead structure. Safety harnesses are <u>not required on scissor lifts where the hand rails are 45" or higher</u>		**Driving Distracted – Socializing, cell phone use, texting or working wearing ear buds**
Inspecting work area for hazards and take corrective actions to eliminate such hazards before operation of an aerial lift and assigning a safety spotter with a high visibility safety vest to supervise below		
Securing all tools when not in use. For scissor lifts set outriggers on pads or on a level, solid surface if available. Engage parking brake when outriggers are used.		
Engaging parking brake and using wheel chocks when parked on sloped surfaces		

Construction of Multi-level Exhibit Booths (also see **POOR STRUCTURAL INTEGRITY OF EXHIBIT BOOTHS** section)

BEST PRACTICES – REGULATIONS		UNSAFE PRACTICES - PROHIBITIONS
Designing multi-level exhibits and/or exhibits with a structural ceiling or canopy by a professional engineer or registered architect and having the proper municipal building permit when required (displayed during construction). Plans sealed by/PE or RA must be displayed **Informa reserves the right to audit construction plans and work in progress.**		**Building a multi-level exhibit or exhibits with a structural ceiling or canopy which were not designed by a registered architect and without a municipal building permit**
On 2nd level walking floors, installing temporary waist high safety netting, such as "debris fencing" (colored as caution yellow or orange) or equivalent, along the perimeter of the second level of a multi - level exhibit before permanent wall or handrail installation  **Tethers for workers on the second level until the handrails are installed are an acceptable alternative.**		**Having no fall warning or protection on the 2nd level before permanent walls or handrails** **Workers within the exhibit booth without hard hats and wearing sneakers or street shoes**
Workers wearing hard hats and safety shoes (See PPE section)		
Creating a safe area around the floor level perimeter of a multi – level exhibit or a structural canopy or ceiling (yellow hazard tape or an equivalent warning)		

CLUTTERED WORKING SPACES AT FLOOR LEVEL

BEST PRACTICES – REGULATIONS		UNSAFE PRACTICES – PROHIBITIONS
Organizing as best as possible storage for bldg. materials within the area of the exhibit – Contractors and exhibitors must remove loose trash and packing materials promptly		**Creating situations where the aisles are unpassable without risk of tripping**
Adhering to "No Freight " aisle signs and notifications		**Disregarding "No Freight" aisle signs and notifications**
Observing general good housekeeping practices by frequent cleaning. Paying attention to common tripping hazards of loose visqueen, wrinkled and bunched carpet and tape balls.		**Workers not wearing safety shoes**
Workers wearing safety shoes		
Advising exhibitors against wearing open toed shoes and sandals during move in and move out		

MANUALLY LIFTING HEAVY LOADS

BEST PRACTICES – REGULATIONS		UNSAFE PRACTICES – PROHIBITIONS
The National Institute of Occupational Safety and Health (NIOSH) has a lifting for calculating a *recommended weight limit* for one person under different conditions. The lifting equation establishes a <u>maximum load of 51 pounds</u>, which is then adjusted to account for how often you are lifting, twisting of your back during lifting, the vertical distance the load is lifted, the distance of the load from your body, the distance you move while lifting the load, and how easy it is to hold onto the load. Use mechanical material lifts, pallet jacks or lift loads with help from other workers		**Assigning workers who are clearly unfit to lift loads greater than 51 lbs.** **Assigning workers who are clearly unfit to individually and repetitively pick up and carry heavy loads**
When in doubt about whether a load is too heavy or unbalanced to manually lift, using mechanical material lifts, pallet jacks or lift loads with help from other workers		
Conducting worker training using technical material from OSHA, NIOSH or CDC regarding manual lifting		

BEING HIT BY FALLING OBJECTS

BEST PRACTICES - REGULATIONS		UNSAFE PRACTICES - PROHIBITIONS
Ensuring that only trained and qualified riggers do overhead rigging		**Not complying with Best Practices - Regulations with respect to multi-level exhibit booths**
Obtaining the venues approval for a rigging plan showing weight of the object to be hung, positions, attachment points and attachment means		**Workers not wearing hard hats in multi- level exhibits and/or exhibits with a structural canopy or ceiling wearing sneakers or street shoes**
While working on aerial lifts, if others are working below, having a safety spotter accompany the lift and establish a safety area directly beneath the lift platform or bucket. The safety spotter must wear a hard hat and wear a high visibility vest		**Wearing sneakers or street shoes while working in multi- level exhibits and/or exhibits with a structural canopy or ceiling**
During the morning safety brief, GSC and EAC supervisors reviewing cautions regarding dropping objects while working on aerial lifts		
Storing building materials no higher than 4' high and at least 3' from the edge when stored on the 2nd level of a multi-level exhibit booth		
Workers wearing hard hats and safety shoes when working on a multi-level exhibit booth		

DRONE REGULATIONS

BEST PRACTICES - REGULATIONS		UNSAFE PRACTICES - PROHIBITIONS

Drone operations (flying) must be approved by the venue and show management. These regulations will then apply; - **Drones are restricted to flying within defined exhibit booth space only. The space must be in a fully enclosed area (including ceiling) using mesh material. Tethering is not an approved safety measure. Mesh material must be strong enough to prevent the drones from breaking or escaping the enclosure.** - **Drones must stay clear of ceilings, air diffusers and sprinkler pipes and heads and lights.** - **Maximum drone weight (when in an enclosed area described above) incl. payload is 55 lbs. (same as FAA regs. for outdoor operation).**		**Demonstrating drone operations in exhibit booths without protective mesh**
Drone flights over other event exhibit space may be permitted if approved by the venue and show management. These regulations apply: - **Time/date, nature and route of proposed flight. Flight must be over aisles or areas of the exhibit floor not rented.** - **Exhibitor must prepare a draft statement of the above to show management to be used for notifying other exhibitors and attendees by email and flyers** - **A description of the drone from the manufacturer, including make, model #, operating instructions and weight (weight for use over exhibit space outside of required booth enclosure space is limited to 10lbs. lbs. including payload)** - **Prior to starting operations, the pilot must provide a Certificate of Insurance** - **Pilot in command (PIC) must hold either an airline transport, commercial, private, recreational, or sport pilot certificate or when adopted FAA certificate to operate a drone (UAS)** - **Visual Line of Sight must be maintained, throughout flight and is defined as: unaided (corrective lenses accepted) visual contact between a pilot in command and an unmanned aircraft sufficient to maintain safe operational control** - **Drone (UAS) must fly clear of walls, ceilings, ductwork, pipes and sprinkler heads, lights and other overhead rigged equipment and signs. – at least 18"** - **Drone speed is limited to the speed of walking**		**Unauthorized use and flight of drones by unqualified operators** **Flying a drone recklessly or at excessive speed**

FORKLIFT AND FREIGHT OPERATIONS

BEST PRACTICES - REGULATIONS		UNSAFE PRACTICES - PROHIBITIONS

Informa adopting OSHA Requirements as follows: **Training** OSHA has promulgated the Final Rule for Powered Industrial Truck Operator Training [29 CFR 1910.178(l)], which became effective March 1, 1999. The standard requires operator training and licensing as well as periodic evaluations of operator performance. The standard also addresses specific training requirements for truck operation, loading, seat belts, overhead protective structures, alarms, and maintenance of industrial trucks. Refresher training is required if the operator is observed operating the truck in an unsafe manner, is involved in an accident or near miss. **Forklift Operation** - On all grades, the load and load engaging means shall be tilted back, if applicable, or raised only as far as needed to clear the road surface. Forks shall not be raised or lowered when forklift is moving [29 CFR 1910.178 (n) (7)(iii)]. - Under all travel conditions, the truck shall be operated at a speed that will permit it to be brought safely to a stop [29 CFR 1910.178 (n)(8)]. - The operator shall slow down and sound the horn at cross aisles and other locations where vision is obstructed [29 CFR 1910.178 (n)(4)]. - The operator is required to look forward and keep a clear view of the travel path [29 CFR 1910.178(n)(6)]. - Unauthorized personnel shall not be permitted to ride on powered industrial trucks. A safe place to ride shall be provided where the riding of trucks is authorized [29 CFR 1910.178 (m)(3)].		**Exceeding the recommended load limit of the forklift. Each forklift has a maximum load limit. The load limit is shown on the data plate of the forklift** **Lifting a load that extends above the load backrest unless no part of the load can possibly slide back toward the operator and (when there are other workers or exhibitors along the route) having a safety spotter wearing a hi-vis safety vest accompanying and directing the forklift. This should be attempted when there is no other alternative route for making a timely delivery** 
Forklifts must all be in a good state of repair. Gasoline powered forklifts or leased forklifts must not be older than 5 years		**Allowing anyone but the operator to ride on the forklift.**
Drivers conducting a visual and operational check of the forklift at the start of the shift; propane gas connections, tires, corner mirrors, lights, horn, back-up alarm, fork controls, brakes, vehicle rating plate showing lifting capacity, fluid leaks, etc.		**Using pallets elevated by forklifts as an improvised working platform**
When parking on a grade, setting parking brake and chocking wheels		**Allowing anyone to stand or walk under the elevated part of any forklift, whether loaded or unloaded**
Never turning with forks elevated. Never turning on a grade		**Driving with the load raised more than 5 inches from the floor**
Wearing safety belts		**Leaving the forklift running while unattended and out of sight**
Wearing safety shoes		**Driving with sunglasses on inside and driving distracted – Socializing, talking on Cell phones, texting or working with ear buds in place**
Prohibiting access to loading docks by exhibitors and attendees		**When re-fueling (outside only):** - **Refueling with the motor running** - **Smoking while fueling** - **On LPG tanks; loose mounted tanks, flexible hoses protruding beyond the extremities of the forklift**
Wearing high visibility safety vests for manual labor on loading docks		**Drivers wearing sneakers or street shoes**
		Transporting tanks containing pressurized gasses
		Driving inside a trailer which is not properly secured with chocks and a dock lock mechanism

POWER AND HAND TOOLS

BEST PRACTICES - REGULATIONS		UNSAFE PRACTICES - PROHIBITIONS
Using tools for jobs they were intended for. For example, do not use a slot screw driver as a chisel, pry bar, wedge or punch, or wrenches as hammers		**Wearing loose clothing or jewelry or not tying back long hair or wearing appropriate hair protection to prevent hair from getting caught in moving parts of rotating equipment**
Cutting away from yourself when using cutting tools		**Not wearing safety glasses or goggles when sawing, cutting, sanding or grinding**
Ensuring that the power tool has the correct guard, shield or other attachment that the manufacturer recommends		**Wearing sneakers or street shoes**
Preventing electric shocks. Ensuring that power tools are properly grounded by using a three-prong plug and are double-insulated (and are labelled as such)		**Plugging several power cords into one outlet by using single-to-multiple outlet adapters or converters (also called "cube taps").**
Replacing open front plugs with dead front plugs. Dead front plugs are sealed and present less danger of shock or short circuit. 		
Using only approved extension cords that have the proper wire size (gauge) for the length of cord and power requirements of the electric tool that you are using. This will prevent the cord from overheating. Wiring that touches the floor should be "SO" cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage." Cord wiring above floor level can be "SJ" which is rated for "hard usage."		
If more than one receptacle plug is needed, using a power bar or power distribution strip that has an integral power cord and a built-in overcurrent protection		
If using extension cords across aisles is necessary, then using durable, flat cords, taped down and covered by thick remnant carpet or molded thresholds which can withstand the weight of a forklift.		
Wearing safety glasses or goggles when using a power tool for sawing, cutting, sanding or grinding		

SHARP AND ABRASIVE PACKING CRATES AND BUILDING MATERIALS

BEST PRACTICES - REGULATIONS		UNSAFE PRACTICES - PROHIBITIONS
Wearing gloves when handling and unpacking wooden crates		

FIRE

BEST PRACTICES – REGULATIONS		UNSAFE PRACTICES - PROHIBITIONS
Complying with Venue Fire Safety Regulations. These regulations normally include: - Maintaining clear access to exits, fire pull station alarms, strobe lights, fire standpipes, and fire extinguishers - Not interfering with sprinkler spray patterns with hanging signs, other overhead hanging displays and overhead booth covering (ceiling) - Not attaching signs and other hanging displays to sprinkler pipes - Installation of fire extinguishers for the 1st level of a multi-level exhibit booth (show locations on design plans). Some venues require a stand -alone sprinkler system for the 1st level - For cooking, an open flame permit (from municipal fire dept.) and limitations on amount of bottled gas and a fire extinguisher - For display of live Christmas trees a Fire Dept. permit - For HOT WORK (welding, use of a cutting torch) a qualified operator with proper PPE and a fire watch with fire extinguisher. Venue will also select area allowed for hot work - For vehicle displays (using liquid fuel – gas, ethanol, diesel, etc.), the fuel supply is limited to one gallon, the battery must be disconnected and the fuel tank locked		**Not complying with venue fire safety regulations** **Smoking** **Allowing accumulations of loose combustible packing materials, cardboard boxes, loose papers and trash in and behind exhibit booths** **Using draping and fabrics which have not been approved by the venue or municipal Fire Dept. (often called a Flameproof Certificate – subject to random testing on show floor)**
Using only approved extension cords that have the proper wire size (gauge) for the length of cord and power requirements of the end use		**Using inadequate, defective or loose display light clamps and fixture attachments**
When using lumber to build exhibits, using only fire retardant lumber which is stamped fire retardant by the supplier/manufacturer		**Certain venues either prohibit the use of or limit the wattage of halogen lights that can be used. At this point Informa supports and will adhere to these restrictions and prohibitions at those venues.**

LEAKS AND SPILLS

BEST PRACTICES – REGULATIONS		UNSAFE PRACTICES - PROHIBITIONS
Installing water tanks requires permission from the venue		**Installing and filling a water tank without the venue's permission**
If filling an exhibitor's water tank and a leak is discovered, dealing with the matter promptly; cease filling, call venue and cleaning contractor and plan on pumping out tank		**Not reporting leaks and spills promptly and not cleaning up small spills caused by your actions**

Reporting all roof leaks and beverage spills promptly to the venue or cleaning contractor		**Wearing sneakers or street shoes**
Using molded thresholds which can handle the weight of a forklift when it is necessary to cross aisles with water lines		
Wearing safety shoes		

WORKING WITH HARMFUL CHEMICALS AND GASSES (HAZARDOUS MATERIALS)

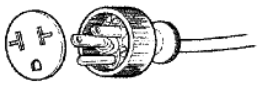
What is Hazardous Material? - Definition below excerpted from the Institute of Hazardous Materials Management (IHMM):

A **hazardous material** is any item or agent (biological, chemical, radiological, and/or physical), which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors. OSHA's definition includes any substance or chemical which is a "health hazard" or "physical hazard," including: chemicals which are carcinogens, toxic agents, irritants, corrosives, sensitizers; agents which act on the hematopoietic system; agents which damage the lungs, skin, eyes, or mucous membranes; chemicals which are combustible, explosive, flammable, oxidizers, pyrophorics, unstable-reactive or water-reactive; and chemicals which in the course of normal handling, use, or storage may produce or release dusts, gases, fumes, vapors, mists or smoke which may have any of the previously mentioned characteristics. (Full definitions can be found at 29 Code of Federal Regulations (CFR) 1910.1200.)

BEST PRACTICES – REGULATIONS		UNSAFE PRACTICES – PROHIBITIONS
Intended use of hazardous materials and gasses requires the venue's permission. Exhibitors must have an approved method of storage and an emergency plan in the event of a spill, injury or unintended release		**Using hazardous materials and gasses without the venue's permission**
Workers using the hazardous materials or gasses must be properly trained and certified and carry such proof with them		**Not reporting spills or unintended gas release**
Labeling each container of a hazardous substance (vats, bottles, storage tanks) with product identity and a hazard warning(s) (communicating the specific health hazards and physical hazards).		**Storing compressed gas cylinders improperly**
Storing compressed gas cylinders upright with a chain or strap in a proper cylinder cart. Fuel gas cylinders must be stored at least 20 feet from combustible materials in a dry, ventilated place.		**Not wearing proper PPE**
Having Material Safety Data Sheets (MSDS) readily available at all times for each hazardous substance used		
Wearing OSHA approved PPE for the hazardous materials		

ELECTRICAL WORK

BEST PRACTICES – REGULATIONS		UNSAFE PRACTICES - PROHIBITIONS

Having an effective Lockout/Tag out system in place when working on High Voltage Bus or other high voltage sources, especially when a temporary switch which is connected using temporary feeds from a building fixed high voltage source or a building electrical closet, switchgear room, motor control center or sub-station.		**Bypassing any protective system or device designed to protect employees from contact with electrical energy.**
Discarding frayed, damaged or worn electrical cords or cables are promptly replaced.		**Plugging several power cords into one outlet by using single-to-multiple outlet adapters or converters (also called "cube taps").**
Protecting flexible cords and cables from damage. Avoid sharp corners and projections which can chafe the cords and cable		**Wearing sneakers or street shoes**
Ensuring that power tools are properly grounded by using a three-prong plug		**Intentionally installing an electrical connection which does not adhere to the municipal electrical code**
Replacing open front plugs with dead front plugs. Dead front plugs are sealed and present less danger of shock or short circuit. 		**Using zip cords, two-wire cords, latex cords, plastic cord, lamp cord, open clip sockets, and two-wire clamp-on fixtures**
Using only approved extension cords that have the proper wire size (gauge) for the length of cord and power requirements of the electric tool that you are using. This will prevent the cord from overheating. Wiring that touches the floor should be "SO" cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage." Cord wiring above floor level can be "SJ" which is rated for "hard usage."		**Intentionally installing an electrical connection which does not adhere to the municipal electrical code**
If more than one receptacle plug is needed, using a power bar or power distribution strip that has an integral power cord and a built-in overcurrent protection		
If using extension cords across aisles is necessary, then use durable, flat cords, taped down and covered by thick remnant carpet or molded thresholds which can handle the weight of a forklift.		
Wearing safety shoes (non-conductive)		

POOR STRUCTURAL INTEGRITY OF EXHIBIT BOOTHS

BEST PRACTICES - REGULATIONS		UNSAFE PRACTICES - PROHIBITIONS
Registered Architect/Professional Engineer designed		**Building multi-level exhibits or exhibits with a**

plans for multi-level exhibit booths or exhibits with large structural ceilings and canopies. Most jurisdictions require a municipal fire department review and some requires a municipal building permit.		**structural ceiling or canopy <u>not designed</u> by a registered architect**
Minimum structural performance standards for 2nd level design and construction are as follows: - **Minimum floor live load capacity of 100 lbs./sq. ft.** - **Handrails shall be designed to withstand a minimum of 200lbs. concentrated load applied in any direction and at any point on the top rail. Handrails shall also be designed to withstand a minimum uniform load of 50 lb/ft applied horizontally to the top rail. Uniform loads are not to be applied simultaneously with the concentrated loads handrail**		**For construction of small <300 sq. ft. exhibit booths using tubular metal framing where vertical support poles (corner posts) set down without bases (just the diameter of the pole rests on the floor). Photo below shows pole and a type of required base for support.** 
Registered Architect/Professional Engineer shall include a schedule in the design plans showing the following: - **2nd level floor live load** - **2nd level handrail concentrated and uniform horizontal loads** - **Maximum occupancy load for the 2nd level**		**Not installing of certain cross pieces which are part of the standardized exhibit booth kit. These pieces provide structural support**
Building plans and municipal building permit must be visibly displayed during construction. **A sign showing maximum occupancy load shall be prominently displayed for all patrons ascending to the 2nd level.**		**Using improper, weak or defective attachment devices**
Informa reserves the right to have an Informa engineer review and approve multi-level exhibit booth plans with fee paid by the contractor to Informa. Additionally, the Informa engineer may inspect during construction phase to look for compliance with approved plans and unsafe building practices.		**Overloading exhibit booth wall panels with cantilevered shelving and hangars which cannot support the weight. This is evidenced by bowing or "not plumb" side walls**

PERSONAL PROTECTIVE EQUIPMENT (PPE)

To minimize exposure to workplace hazards, employees are expected to use personal protective equipment (PPE) on the job. OSHA standards address what equipment is necessary for different job functions, proper use of equipment, and even the quality expected from equipment. Workers should be told:

- When PPE is necessary
- How to properly put it on, adjust, wear, and take it off
- Understanding the limitations of the equipment and proper care, maintenance, useful life, and disposal

Contractors should purchase PPE that:

- Is comfortable to wear
- Does not restrict vision or movement
- Is durable and easy to clean and disinfect
- Does not interfere with the function of other required PPE
- Meets OSHA/ANSI requirements

PPE Which Is Appropriate and/or Required to Work on Informa Events

- **Safety Shoes** – Workers involved with freight moving, exhibit building and utility installation are required to wear safety shoes or boots that are meet the ANSI International Standard F-2413 for impact and compression protection. Additionally the soles must be slip resistant. Electricians are required to wear the same safety shoes plus the added feature of non-conductive soles. The safety shoes must be labeled as such. **Not wearing proper safety shoes is cause for not being permitted to work.**
- **Hard Hats -** OSHA states that hard hats must feature a hard outer shell and a lining that absorbs shock and incorporates a headband. Straps should suspend from the shell about 1 inch to 1¼ inches away from the worker's head. **The OSHA industrial class of hard hat that is a requirement for workers on multi-level exhibit booths, and exhibits with a structural ceiling or canopy is the Class G - General Helmet.** These hard hats provide protection against impact and object penetration. Their voltage protection is limited to 2,200 volts.
- **Bump Caps -** "**Bump cap**s" are intended for workers in areas that have low head clearance, such as when working on an aerial lift near the exhibit hall ceiling. Bump caps are strongly recommended by Informa. In some instances venues and GSCs require that they be worn by workers on aerial lifts working near the exhibit hall ceiling. Note that **OSHA** states that **bump caps** "are not designed to protect against falling or flying objects and are not ANSI-**approved**." They are not a substitute for hard hats.
- **Body Harnesses -** There are no specific OSHA general industry standards that either require the use of body harnesses or prohibit the use of body belts to protect personnel against falls from elevated powered industrial truck platforms. However, OSHA does point out that "under Section 5(a)(1) of the Occupational Safety and Health Act, employers are required to protect workers from recognized hazards that are likely to cause death or serious bodily harm to employees. In this case, falling from an elevated powered industrial truck platform is considered a recognized hazard. As such, OSHA would require a body belt and lanyard for protecting employees from falling from elevated powered industrial truck platforms. Employers who fail to provide this minimum protection would be cited under Section 5(a)(1) of the OSH Act." **Accordingly, Informa requires that workers using aerial lifts (straight boom or articulating) are required to wear a body harness.**
- **Safety Glasses or Goggles –** Workers are required to wear safety glasses or googles when using a power tool for sawing, cutting, sanding, grinding or using pneumatic tools (with pneumatic tools the safety glasses must have side shields)
- **Face Protection (Shields) -** Face shields protect the entire face or portions of it from impact hazards such as flying fragments, objects, large chips, and particles. When worn alone, face shields *do not* protect employees from impact hazards. Use face shields in combination with safety glasses or goggles when there is rough work. Face shield windows are made with different transparent materials and in varying degrees or levels of thickness. These levels should correspond with specific tasks. Window and headgear devices are available in various combinations to enable the worker to select the appropriate equipment: These shields are recommended by Informa and required only when GSCs require their use.

- **Work Gloves** - Durable work gloves made of metal mesh, leather or canvas will protect against sparks, moderate heat, chips, and rough objects. They will help guard against the most common hand injury at tradeshows which are splinters and cuts from handling wooden crates.
- **Other PPE** – There are many types of PPE that are used for specific tasks which do not occur often at tradeshows. Tasks such as Hot Work or handling hazardous materials have PPE which have their own set of manufacturer's instructions and OSHA regulations. Tasks involving rigging heavy equipment aloft onto rigging points without an aerial lift are another

MEDICAL CONCERNS AT INFORMA EVENTS

Medical Coverage at Informa Events

Most Informa events are held at convention centers and hotels in cities and towns with urban settings which includes hospitals and clinics close by. Ambulance and emergency room services are generally minutes away. During events Informa normally contracts out with the venue to for 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 some of the equipment. With some events there is an ambulance stationed at the venue. Medical staff are usually on-site during the last day of move in and during the event hours but not present overnight.

First Aid

Venues generally have first aid kits and a security team trained in first aid. Certain members of the security team are trained in the use of Automated External Defibrillators. **The first aid kits are required to include supplies as specified in OSHA Standard 1910.266 App A.** The quantity of supplies varies depending on the size of the venue and business operation. GSCs, EACs and contractors hired by Informa such as the electric or cleaning contractor and others who work through the night are also required to also carry a first aid kit in accordance with OSHA regulations. 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 should be handled by those who are trained.

Reducing the Spread of Infectious Diseases and Viruses

Infectious diseases and viruses go by many names, SARS, West Nile Virus, Ebola 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 from all over the world. Informa management closely follows the advisories and alerts from CDC and elsewhere regarding the dangers, cautions and control measures to reduce the spread of infectious diseases and viruses that are contagious.

Administratively there 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 CDC advisories and alerts regarding the dangers, cautions and control measures and to reduce the spread of
- infectious diseases and viruses that are contagious In a timely way and by means of regular communications channels
- Informa employees are required to report any exposure to a contagious disease that might pose a direct threat to health or safety in the workplace.
- Informa may remove or reassign an infected or contagious employee if a secondary infection would pose a higher than usual risk to the employee, co-workers, or others. Return from sick time taken shall require

an original doctor's note saying the patient is fit for work and that the possibility of infecting others is over.

- Contractors are required to take whatever action legally allowed to remove workers who have a contagious disease from working at an Informa event. Return from sick time taken shall require that contractors inform and certify that an original doctor's note was received from the worker's doctor saying the individual is fit for work and that the possibility of infecting others is over
  .

There are Best Practices which have evolved describing minor but effective changes in routine that will reduce the probability of disease spread:

- Get the appropriate vaccine if available
- Wash your hands frequently
- Stay home if you are sick
- Turn away from other people and use a tissue, or cough and sneeze into your arm, not your hand
- Do not touch your eyes, nose or mouth (viruses can transfer from your hands and into the body)
- Do not share cups, glasses, dishes or eating utensils
- Venues can contribute by offering waterless alcohol-based hand sanitizers in restrooms and elsewhere

Legionnaire's Disease

People can become infected when they inhale microscopic water droplets containing legionella bacteria. The droplets are commonly spread by water spray dispersed through an air conditioning system's cooling tower. The droplets spread by gravity and wind. Legionnaire's disease is not contagious and the symptoms are usually not evident until a week or two later. Some convention centers and most hotels locate their cooling towers at the top of the building. Others locate their cooling towers in the back of the building, out of sight and often concealed by a fence or vegetation. Convention centers and hotels can control the growth of the Legionella bacteria by using a biocide in the cooling tower water system or by controlling the amount of spray that drifts from the top of the cooling tower. Legionnaire's Disease should be a concern to Informa event managers and they should periodically question how the venues work to prevent it.

Heat Exhaustion/Stroke

High temperatures and humidity is a common condition for the move in periods of Informa events during the summer. High temperatures above 100 degrees with low humidity is a common condition through a much longer period of the year at desert located venues in the Southwest. Working in both conditions poses a risk of heat stroke (the most serious heat-related health problem) and heat exhaustion. For venues, operating large air conditioning systems in full during an event move in is extremely expensive and often impractical because a large fraction of the building perimeter is left exposed due to open freight doors. Informa managers and GSCs should anticipate this problem and follow this discipline below:

- Designate a Person to Oversee the Heat Stress Program
- Keep Informa employees, contractors and exhibitors well informed of the health risk and ways to reduce the risk
- When 90 degrees or above, create settings on the exhibit hall floor where workers and exhibitors can obtain fresh water, rest and cool off with a fan
- Contractors can modify their work schedules where the most physically taxing tasks are scheduled for times of the day when it is cooler outside
- Informa managers and GSC and other contractor management and supervision should be trained on how to recognize the onset and early symptoms of heat exhaustion.

Food Poisoning

Convention centers and hotels both have large commercial food preparation facilities with trained staff. These operations are regulated by municipal Health Departments and the food service operation must obtain a permit in order to operate. The facilities are also subject to scheduled and random health inspections**.** As a routine procedure Informa staff should be aware of and immediately act upon complaints by exhibitors and attendees about food that has the odor, taste and appearance of being spoiled and any complaint regarding unsanitary conditions in food service areas or unsanitary actions by food service employees. If Informa event managers are concerned about poor sanitary conditions they can demand a snap Health Dept. inspection before their event.

Another food safety concern is proposed preparation, cooking and dispensing of food from exhibit booths including sampling. Normally this is discussed by Informa with the venue during the early planning stages of the event. For exhibitors, Informa's approval is required in writing for such activities. Some convention centers will require exhibitors to fill out an Application for Food Preparation within Exhibits form and submit it to the convention center and in-house caterer. Some municipal Health Departments may require event management to file a separate application for events with a large amount of exhibitors partaking in cooking and sampling foods. In this instance Informa will provide an exhibitor list of all exhibitors cooking and handling food samples. The Health Inspectors will walk the floor and inspect those exhibit booths.