



SAFETY

RESPONSIBILITIES

It is the responsibility of the organizer's employees, contractors and exhibitors to:

- Comply with these guidelines, the organizer's health and safety policy and local relevant law regarding health and safety
- Safeguard the health and safety of themselves and others who may be affected by their acts or omissions
- Seek advice where there is any doubt regarding the correct action to take or the standard required
- Comply with the reasonable requests of the organizer's appointed health and safety staff and floor managers or any other health and safety official

DISCLAIMER

These guidelines represent a suggested minimum standard to which the organizer aspires in connection with running an event / exhibition. This document does not represent the law in any particular country, nor is it representative of a venue's regulations. It is for guidance only and use is at your own risk.

We make no warranty that this guidance will meet your requirements or that its content is accurate or reliable. These guidelines are not a substitute for independent advice and you should obtain professional advice where appropriate.

To the fullest extent permitted by law, the authors will not be liable for any claims of any nature whatsoever (including but not limited to indirect or consequential loss or damage, loss of business, loss of opportunity, loss of data, loss of profits) arising out of or in connection with the use of these guidelines.

It is the responsibility of every organizer's employee, contractor and exhibitor to ensure that it safeguards health and safety and to comply with all applicable health and safety laws and the venue's own regulations.

Exhibitions and Conferences

1. Exhibitors and Booth Contractors

All exhibitors are responsible for the safety of their work area and stand. Exhibitors and exhibitor appointed contractors with complex structures will be required to submit additional information to ensure the safety of their booth. Please see Booth Plans Construction and Approval.



2. Booth Plans

All exhibitors are responsible for the safety of their work area and booth. All booths that fall under the definition of a 'complex structure' must receive [prior approval from Event Management and/or the Fire Marshall, to ensure they are safe and structurally sound. The definition of a 'complex structure', as well as their specific requirements are covered in this guide under 'Booth Plan Checks and Construction'.

3. Accident Reporting

All accidents must be reported, following UBM's processes and procedures, if they are in the tenanted area of the exhibition must also be reported to the organizer.

Electrical Installations and Equipment

1. Approval and Compliance

Electric will normally be provided by the organizer's appointed contractor or the venue. Exhibitors must include sufficient electrical sockets to serve all of the equipment on the booth. Extension cords must be no longer than 6' and only one extension cord per socket will be permitted. The use of block sockets for multiple plugs will not be permitted.

All plugs and extension cords must be free from damage and defect.

Wiring circuits must comply with local wiring regulations, abide by venue, city and state laws and regulations and be protected by 20Amp 120 volt protection. At the recommendation of our official electrical provider, the organizer reserves the right to withhold connection to power to a booth or to shut off power to a booth which is not compliant with electrical safety requirements or if it is deemed to be unsafe by the (organizers) appointed electrical contractor representative.



2. Competence

All electrical work including testing and inspection must be undertaken by qualified technicians who are competent to do the work.

3. Circuit Protection

Circuits must be protected from overload, short circuit or earth fault with adequate correctly rated fuses or circuit breakers.

4. Grounding

All electrical circuits must be properly grounded.

5. Insulation and Cable Protection

Electrical circuits must be properly insulated. There must be no exposure of live cables or live surfaces. Cables must be protected from potential damage or exposure. Extension cables should not be trailed across the floor where they can be damaged by moving vehicles.

Exposed electrical cables on booths should be fixed with cable ties and should not be left hanging loose.

6. Protection Against Electric Shock

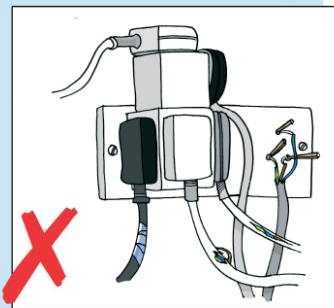
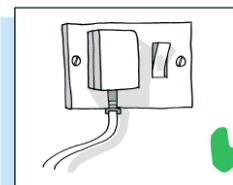
All circuits must be fully protected by Residual Current Devices with a 30 amp trip. Working on live circuits is not permitted at any time.

7. Inspection and Testing

All booths must be visually inspected to ensure that the electrical installations are complete and that installations and equipment are free from obvious defect or fault which is unsafe.

The following tests must be conducted by official electrical contractor:

- Continuity Earth
- Insulation Resistance (ohms)
- RCD function – FCI protection when necessary. 20Amp 120volt breaker protection on all circuits





1. Fire Safety

Excessive bunching or coiling of electric cable, particularly in confined spaces will not be permitted. Extension reels must be fully extended when in use.

All electrical installations and equipment must be clear of combustible material such as paper and cardboard. All electrical installation must abide by venue, city and state laws and guidelines.

Also see (Fire Safety)

Fire Safety

1. Fire Prevention

Combustible waste must not be permitted to build up in the halls and must be removed regularly to a suitable disposal area. Contractors and exhibitors are not to dump large items of waste in the aisles.

Highly flammable liquids such as glues are not generally permitted in the halls unless essential in which case only the minimum required quantities should be used.

Vehicles and motor engines for machinery such as generators must not be refueled in or close to public areas and certainly not in the halls.

Vehicles for display require advanced notification. Permission will only be granted when proper variance paperwork has been approved and where there is sufficient fuel to move the vehicle. The vehicle fuel tank should be sealed and locked at all times.

Pressurized gases for cooking or heating are not permitted in the halls unless the proper variance forms have been submitted and approved, and essential fire safety measures, as outlined in this section, are followed. They must also abide by venue, city, and state laws. During build up and break down (see below) no form of naked flame such as candles are permitted on stands unless the proper variance forms have been submitted and approved, and essential fire safety measures, as outlined in this section, are followed. They must also abide by venue, city, and state laws.

Electrical circuits must comply with the electrical safety requirements to prevent overloading of circuits. Cables must not trail across aisles where they can become damaged by vehicles. (See Electrical Installations and Equipment.)

Organizer's floor managers must carry out routine fire safety monitoring in the tenanted areas.



Medical Cover

1. First Aid Treatment

When calling for medical assistance, it is important to give the following information in order for them to deal with the incident quickly and effectively:

- Exact location of the casualty – e.g. booth name & number, room locations
- Type of incident, e.g. cut, broken limb, faint, or suspected heart problem

All treatments must be reported to the organizer. The Event Organizer is required to complete an Incident Report for each circumstance which requires medical assistance. The Incident Report will detail:

- Casualty's personal details – name, address, mobile number, and other contact information
- Nature of the injury
- Treatment received
- If a casualty is taken off site for medical treatment, where they have been taken to
- List any witnesses
- Who from UBM took down the report

Personal Protective Equipment and Personal Conduct

1. General

Personal Protective Equipment (PPE) is any item designed to protect the individual. Such items include, but are not limited to:

- Hard hats
- Safety harnesses
- Safety boots
- Gloves
- Eye protection

2. Other Relevant Sections

- Fire Safety
- Lifting
- Working at Heights

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3. Responsibilities

Exhibitors and contractors are responsible for ensuring that workers are issued appropriate PPE for their work activities. In particular the following rules may apply, and will vary by venue and local union regulations:

- Hardhats should be worn where there is a danger of falling objects, particularly for spotters
- Robust footwear should be worn in the halls during build up and breakdown to prevent slipping and foot injuries
- Those working at height where there are no guard rails should be clipped on via a safety harness
- Hi-visibility vests should be worn in areas of significant vehicle movement, particularly for spotters.

Workers are responsible for ensuring that PPE is worn when issued and to cooperate with the organizer and the organizer's appointed safety staff regarding health and safety.

4. Smoking

Smoking is banned in all venues in the US and several Canadian provinces. Where smoking is banned by legislation then the no smoking rule should be enforced and smoking areas provided outside the halls. If smoking is not banned then the organizer will support a ban on smoking in the premises.

5. Drinking Alcohol

Ideally the sale of alcohol should not be permitted during the move-in and move-out and the organizer will support a no drinking rule. Any worker who is working at heights or operating heavy machinery should not drink alcohol while at work.

6. Personal Conduct

Workers must conduct themselves in a manner which does not endanger the health and safety of others. The organizer reserves the right to remove any worker from the venue who poses a risk to others by ignoring health and safety rules.

Working at Height

1. General

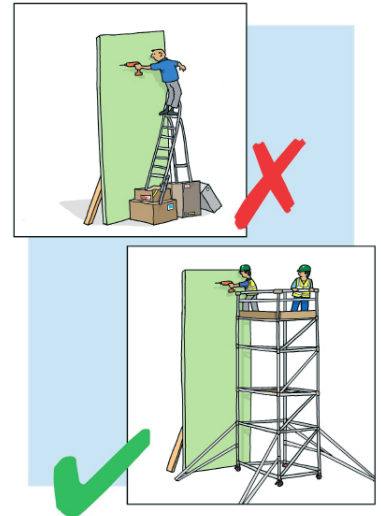
A person is working 'at height' if there is a possibility of them being injured from falling, even if they are working at or below ground level. Generally this means about 6ft.



2. Requirements

All reasonable steps should be taken to eliminate or minimize work at height. Working at height should be properly planned and supervised and the correct equipment selected. Contractors are to ensure that:

- No work is done at height if it is safe and practical to avoid it
- All work at height takes account of conditions that could endanger safety such as high winds or slippery ground
- Employees working at the height above 6ft must be protected by a guard rail or equipped with a fall arrest harness (except when using a ladder properly)
- Employees involved in work at height are trained and competent
- Equipment for work at height is inspected daily and documented prior to use. All safety defects must be documented and the equipment must be removed from service immediately
- The risks from falling objects are properly controlled. Work platforms must have a toe board to prevent items from falling
- Spotters for those working at height should wear a high visibility vest and a hard hat; however, hard hat requirements are subject to the rules in the city where the work is being completed.
- Plans are in place for emergencies and rescue from height



3. Ladders

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

- Ladders must have 'industrial' rating (Industrial/Commercial Stepladders) –this type is more durable and resilient)
- Ladders for work over 20ft are not permitted
- Leaning ladders must be placed at the correct angle
- Ladders should only be used on level ground and must be secure e.g. suitably tied or, as a last resort, footed
- The top cap and/or top steps must not be used as a platform for work
- Users should face the ladder at all times whilst climbing or dismounting
- Stepladders should not be used sideways-on where sideways loads are applied
- Only one person should climb or work from a ladder or a stepladder
- Users should not overreach
- Steps and ladders should be checked for suitability and defects each time are used

1. Defective Equipment

The organizer reserves the right to require equipment deemed to be defective to be removed from the halls.