

Safety Guidelines for Exhibit Professionals at MINExpo® 2020

MINExpo® is an active work zone that requires your vigilance. Should there be an emergency, please call **702 892-7400 for any emergency. (Dial 7400 from any house phone)**

Review these guidelines with your booth staff, and consider including the following safety measures in your organization's safety plan:

1. Work attire is highly recommended. Steel-toed shoes or work boots are recommended – athletic shoes are discouraged. Never wear open-toed shoes on the exhibit floor during installation and dismantling. Closed toe footwear is mandatory during move-in/out.
2. Practice good lifting techniques with your booth staff and hired labor. Start with a firm footing – bend your knees – lift with your legs – and always ask for help when necessary.
3. Never stand on furniture or tables in your booth – and never stand on the top rung of a ladder. If you need help installing the high parts of your display, visit the GES Servicenter® to order labor to assist.
4. Always wear eye protection when using power tools – and hearing protection, when appropriate. Be cautious when using cutting tools or box cutters and always use a cutting motion away from your body.
5. Do not enter the freight dock area at any time. For your safety, this area is restricted to authorized personnel only. For questions about your freight, visit the GES Servicenter®.
6. Stay clear of fork lifts and condor lifts at all times. Watch for fork lifts moving quickly through the aisles. Listen for back-up alarms and be aware of heavy machinery operating in – or above - your booth area.
7. Double check that your display is stable and level, and that all connecting components, bolts and screws are secured properly. We suggest that your display always be set directly on the concrete floor – never on carpet or padding – to ensure stability.
8. Clean up or report spills in and around your booth immediately to the Show Management Office. (The phone number and room number will be included in the MINExpo Move-In Bulletin.)
9. Practice good housekeeping. Clear your booth space and the surrounding aisles of any and all debris. Loose screws and bolts, scraps of carpet and tape, and plastic wrap can be a slipping or tripping hazard. Collect and dispose of them immediately.
10. Size up your exhibit for tripping and slipping hazards – cords, wiring, raised flooring, loose carpet – and make sure trouble spots are fixed immediately.
11. Check electrical cords and wiring for damage before allowing labor to connect your display to the convention center power grid – and periodically check for heat build-up or smoke.
12. Tires that are displayed upright in vertical-tire displays must be supported by professionally built stands or cradles capable of sustaining and supporting the entire weight of the tire. Exhibitors that include vertical-tire displays in their booth must submit drawings, photos and/or floor plans to MINExpoBoothDiagrams@heixpo.com or by mail to Hall-Erickson, Inc. 98 E. Chicago Avenue, Westmont IL 60559, U.S.A.

13. Only keep the amount of literature and supplies at your booth that are required for one day (per fire marshal guidelines), and keep stored items away from potential fire hazards.
14. Assign booth staff members designated times throughout the show to perform a walk-around to ensure your booth is safe and hazard-free.

If you notice anything unsafe on the exhibit floor, or a potential hazard, report it immediately to the Show Management Office, or floor manager in your hall.

Remember that the exhibit floor is an active work zone. All exhibitors and attendees enter at their own risk. During installation and dismantling, individuals under 18 are prohibited from being on or around the exhibit floor. Exhibit Halls during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment at any time.

We appreciate your cooperation!