SITE RULES

GENERAL

- EVERYONE must consider the safety of themselves and others at ALL TIMES.
- Contractors must remove their waste from site.
- Dangerous working will result in an hour suspended from the workplace, repeat offenders will be removed from site.

TRAFFIC

- Be aware of moving traffic – in the loading areas and forklifts in the hall.
- The speed limit is: **5mph** in the loading areas.

WELFARE & CLOTHING

- Appropriate footwear must be worn.
- **High Vis must be worn by all personnel on site throughout the entire period of Buildup and Breakdown with no exception.** ***Grey or Black Reflective Safety Vests will NOT be permitted as they are not classed high visibility in the indoor exhibition environment. Cycling straps will also NOT be permitted.***
- Excessive Late Working will require additional crews.

METHODS OF WORKING

- NO HOT WORK permitted without authorisation from the Organisers.
- Appropriate and safe methods of working at height are required at all times.

SITE INFORMATION

Organisers' Office	The Organisers office will be located by the entrance to the show and will be clearly signposted.
First Aid	The Medical Centre is open throughout the tenancy period of the show. In a First Aid emergency, assistance should be obtained via any member of the Smart Building team, security staff or the Organisers' Office or in an emergency call +44 (0) 20 7069 4444.
Venue Emergency No.	+44 (0) 20 7069 4444
Fire Exits	Those displaying a lit sign above them will be OPEN.
Toilets	Toilets are located on the Boulevard.
Catering facilities	A Catering outlet will be open on the Boulevard for the majority of the build-up and breakdown times. When not available there are vending machines.

EMERGENCY PROCEDURES

Fire	**On discovering a fire:** • Break glass at nearest fire alarm point. • Contact the Security Suite – dial 0207 0694444 (4444 internal), state 'fire' and give them the precise location. • Only if you have been trained and it is a very minor fire and it is safe to do so, tackle the fire with the nearest suitable fire extinguisher. • Always ensure there is a safe exit route before attempting to extinguish any fire. • In the event of a fire report, you will hear the following instructions broadcast over the public address system, be prepared to evacuate. **"ATTENTION PLEASE, ATTENTION PLEASE, MR GOODFELLOW REPORT TO THE SECURITY SUITE"-** TAKE NO IMMEDIATE ACTION STANDBY FOR FURTHER INSTRUCTION.
Bomb Threat	In the event of a bomb threat, if you are in the halls, you will hear the following announcement: **"ATTENTION PLEASE, ATTENTION PLEASE, STAFF CALL 100."** • Do not leave the building inform your colleagues, and then assist in searching for suspicious objects in your work area. • If nothing is found tell your Fire Warden, who should report "Area clear" to the Security Suite immediately after the search dial 0207 0694444 (4444 internal), or in person if necessary. • If you find a suspicious object, do NOT touch or move it. Clear the area of people calmly and report to the Security Suite immediately dial 0207 0694444 (4444 internal), or in person if necessary. **IN THE RARE EVENT OF - A firearms or weapons attack** **RUN** – to a place of safety. This is a better option than to surrender or negotiate. If there's nowhere to go then…. **HIDE** – Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can… **TELL** – the police by calling 999 when it is safe to do so. **TREAT** – Download the Citizen Aid app or visit their website for more information about how we can help each other in the event of a major incident.
Evacuation	If an evacuation is necessary, you will hear the following announcement broadcast over the public address system. **"ATTENTION PLEASE. ATTENTION PLEASE. HERE IS AN IMPORTANT ANNOUNCEMENT. IT IS NECESSARY TO ASK EVERYONE TO LEAVE THE BUILDING. PLEASE MAKE YOUR WAY CALMLY TO THE NEAREST EXIT. EVERYONE WILL BE RE-ADMITTED AS SOON AS POSSIBLE".**
Cancellation	FIRE Emergency is cancelled by the announcement: **"ATTENTION PLEASE. ATTENTION PLEASE MR GOODFELLOW IS NO LONGER REQUIRED."** Bomb Threat Emergency is cancelled by the announcement: **"ATTENTION PLEASE. ATTENTION PLEASE. STAFF CALL 100 IS CANCELLED".**