informa

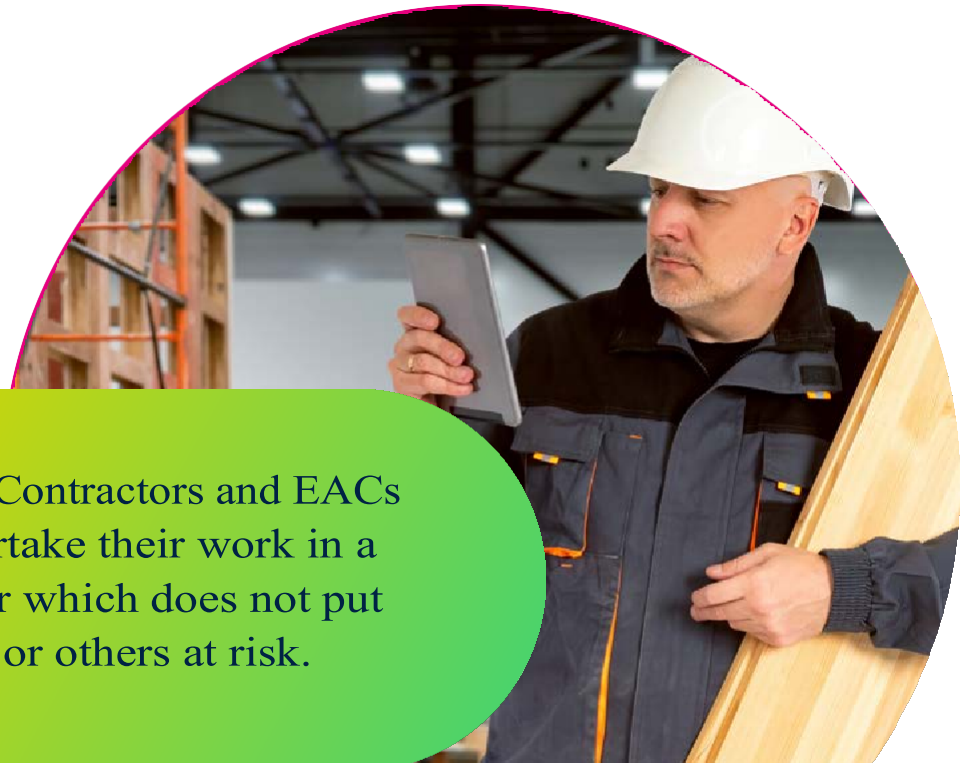
Exhibitor Guidelines

Informa Health, Safety & Security

Informa maintains high standards of Health & Safety and requires exhibitors and their appointed contractors to undertake their work in a safe manner that does not put themselves or others at risk. Exhibitors are required to appoint competent contractors who are appropriately health and safety trained to perform work, erect, and dismantle their stands. The standards and rules outlined in this document should be read in conjunction with the venue's site-specific safety information.

Informa reserves the right to remove from the premises any persons who do not comply with Informa or venue health and safety requirements, or who put themselves or others at risk. Informa similarly reserve the right to remove any equipment or material from a venue that, in the opinion of Informa, is dangerous when used in the way intended.

The aim of this guidance is to set standards which will assist protecting the health and safety of any person(s) working at or visiting an Informa event/exhibition. These guidelines should be used to guide employees, exhibitors, contractors, and Informa-approved contractors with regards to minimum safety standards in any jurisdiction whilst recognizing that many jurisdictions have higher standards that will take precedence.



Exhibitors, Contractors and EACs are to undertake their work in a safe manner which does not put themselves or others at risk.

Introduction

Accident Reporting

Better Stands

Children

Deliveries

Designing Out Risk

Drugs, Alcohol & Smoking

Electrical Safety & Equipment

Fire Safety & Means of Escape

Floor Loading

Food Safety

General Welfare

Glazing

Hot Works & Naked Flame

Housekeeping

Manual Handling

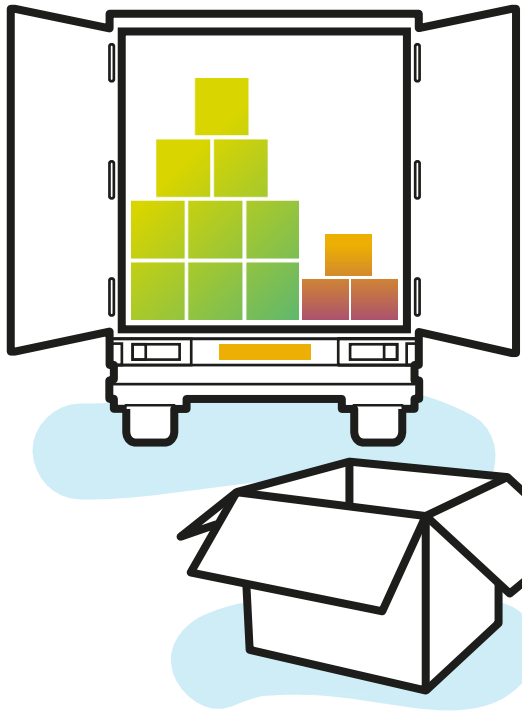
Medical Concerns at Informa Events

ALL accidents, incidents and near misses must be reported to Informa in order that treatment can be given if required and, if necessary, emergency services can be called and directed to the correct location.

Informa will record and report all health, safety, and security related incidents internally. This will identify trends, confirm adherence to Informa Health, Safety & Security guidelines and address areas for actions and improvement.



No one under the age of 16 years old i
during the build and breakdown phase
from Informa.



Better Stands

The Better Stands programme is aimed to unite and encourage exhibitors, along with their appointed contractors to move away from disposable, single use stands at events, in favour of re-usable structures.

A disposable stand/booth is a space only/raw space build that is used only once. They are typically constructed from poor quality raw materials onsite, which are then demolished post show and sent to either landfill or are burnt for energy.

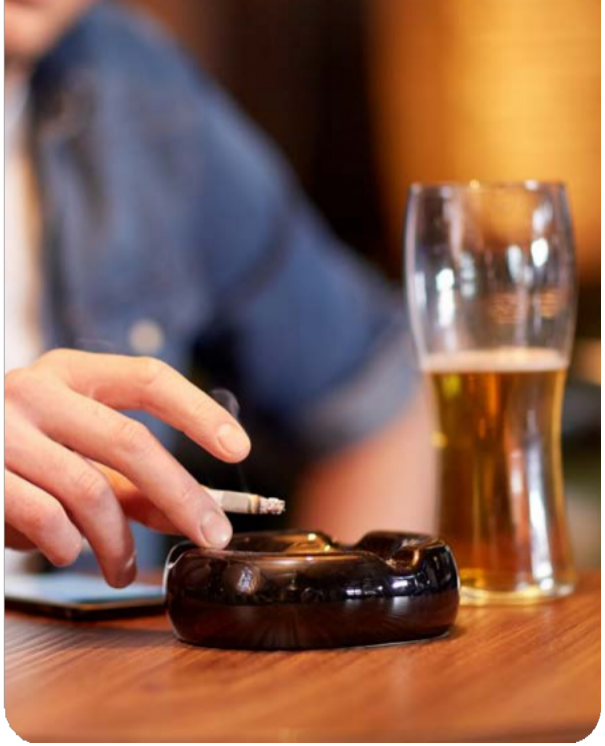


The Better Stands programme has been divided into three key stages - Bronze, Silver and Gold. This helps facilitate a gradual transition from disposable to reusable stands for all exhibitors. When considering your design & build for the exhibition please do so with this programme in mind.

: Better Stands

Designing Out Risk

The exhibitor and their contractors are expected to supply pre-cut and ready prepared exhibition stand materials onsite wherever reasonably practicable. This is in order to reduce the need to cut, work and



Drugs, Alcohol & Smoking

The abuse of alcohol, drugs and other substances can affect work performance and safety. Such behavior constitutes a danger to the user and other people. Any person found to be under the influence of such substances, in Informa's sole opinion, 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. Smoking, vaping, and the use of tobacco products are not permitted in the exhibition halls. Individuals may smoke or vape only in the venues designated areas.

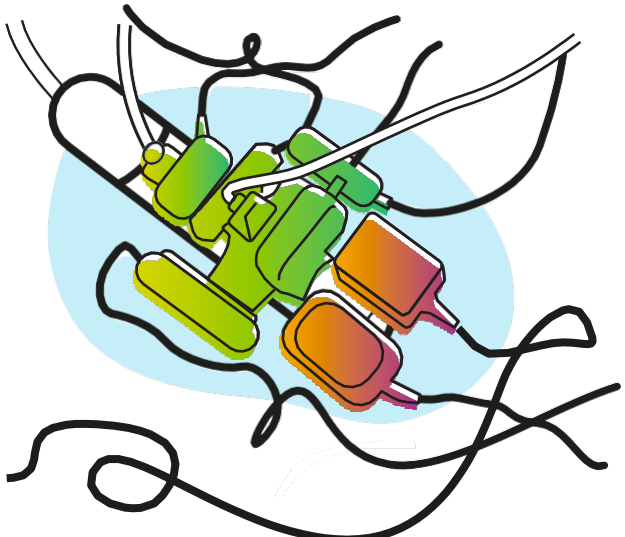


Fire Safety & Means

Stands with internal rooms or enclosed
with adequate means of escape throu
storage, floor pressure, safe exit routes
the requirements in relation to seminar
enclosed areas including rooftops with sc

Electrical Safety & Equipment

The nominated contractor will liaise with the venue directly to ensure the installation is verified as safe prior to it being energized. Exhibitors and contractors that provide their own extension leads and adaptors are responsible for them being properly wired and electrically tested. All electrical equipment and extension cords used must be in sound condition, with all live conductors properly protected. Extension cords must not be connected, known as "daisy chaining". Inspected equipment must be clearly labelled with inspection labels.





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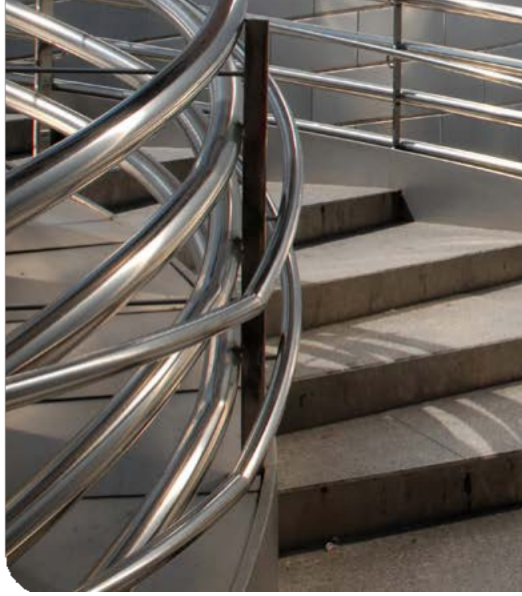
Paints and Surface Treatme

– Only water-based paints may be u
Paint spraying equipment is prohi

Fabrics and materials treated with

dressing must be fire resistant or treated with fire retardant, in accordance with local requirements. Where the venue has a sprinkler system then the specific venue rules on permitting 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.

FLAME RETARDANT



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 local requirements. 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 covering may only be done with the industry standard tape. Other forms of fixing such as cable clips, nails or bolts are strictly prohibited.

Drapes, Curtains & Hangings

- Drapes, curtains, hangings and like decorations shall be fire resistant and comply with local requirements. Otherwise, they may be treated with proprietary fire retardant. Curtains on exit routes should hang 75mm clear of the ground, be parted in the center and not conceal and exit signs.

Vertical Escapes

Ramps

- The slope of any ramp shall be u steeper than 1:12. Level landings at the top and bottom of ramps ar position where exits doors open
- The surface of any ramp should be and non-slip in texture.
- The minimum width of a ramp prov access should be 1m or local rec
- All ramps and landings should hav throughout of at least 2m or local
- Ramps should be clear of perman

Handrails

- A continuous handrail must be pr there are two or more risers.

Stairs should have a handrail on e

or there are two or more risers. Guarding should be constructed so that:

- 100mm sphere cannot pass through any openings.
- Persons are not readily able to climb the guarding.
- Guarding shall comply with local requirements.



100mm spheres should not pass through

Barriers

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

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





Inner Rooms

- In order to prevent dead ends, in
  have an alternative means of esc
  appropriate signage or alternative
  or vision panels installed betwee
  open common ceiling.

- Fire Suppression Systems
- Fire Extinguishers
- Fire Exit Signage
- Appropriate fire response protocols
- Proper storage and housekeeping protocols
- Ensuring maintenance is up to date
- Ensuring inspections are up to date



and exhibition halls where relevant, is laid down in the separate floor loading information. Any anticipated plans to use lifting equipment with the halls including mobile cranes must be raised with Informa and the venue to ensure floor loadings are not exceeding

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



Fire Equipment & Means of Escape

Remember: Fire Extinguishers have a limited range and limited amount of extinguishers agent. They are effective against small fires. They should not be used in any of the following situations:

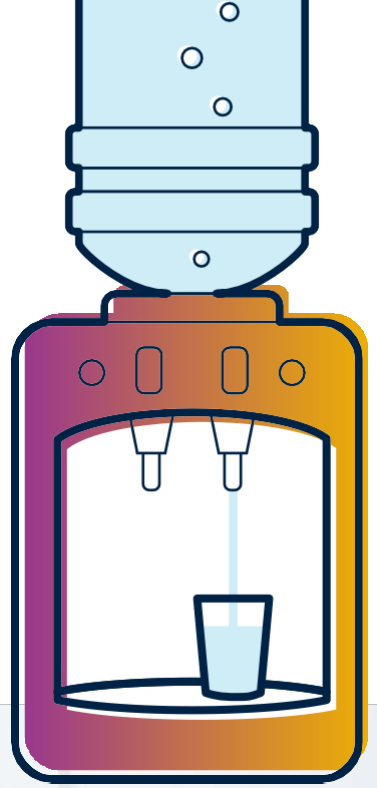
- You have not been properly trained to use a fire extinguisher
- The fire spreads beyond its immediate area
- The fire could block your escape routes

Individuals should familiarize themselves with the venue emergency protocols and ensure they have a plan in the event of an emergency. Emergency exit doors, fire pull stations, fire extinguishers and fire equipment shall not be obstructed at any time.



Exhibitors and contractors shall maintain a healthy and safe working environment. This includes but not limited to adequate space, temperatures, lighting, waste control, drinking water and rest areas.

Food shall not be consumed in the construction areas. Workers have an area for rest and **12-hour shifts are the maximum** ***(unless under extreme/ emergent circumstances)*** All requirements are subject to inspection by Informa.







Glazing

All glazing must comply with local requirements. Any interrupted 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 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.



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Contractors and exhibitors are required to maintain good standards of housekeeping and not obstruct corridors or emergency exits or deliver large storage containers *(larger than standard freight containers)* at the venue unless Informa has agreed to this, and alternative safety arrangements have been made. Combustible waste and rubbish must be removed from event areas and 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.







Manual Handling

Manual Handling is the movement of lo
hand. Where practicable, mechanical m
a lift trucks, pallet trucks and trollies to
handling. There must be adequate ligh
loads to be carried without the risk of tr
moving loads should consider wearing
with local and venue guidelines, heavy
toe protection to protect the feet from c

Factors that should be considered when

- Weight of load
- Size and shape of load
- Posture during manual handling
- The distance the load has to be lift
- Frequency of manual handling

Medical Coverage

A large portion of Informa events are held at convention centers and towns with urban settings which includes hospitals and clinics in close proximity. Ambulance and emergency room services are generally minutes away. During events, Informa normally provides contracts out with the venue 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 size of the event as does with the equipment. With some events there is an ambulance stationed at the venue.



First Aid

Venues generally have first-aid kits and a Security team that is trained in first aid. The quantity of supplies varies depending on the size of the venue and business operation. General Contractors, Exhibitor-Approved Contractors, and contractors hired by Informa are required to carry a first aid kit. 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 borne pathogens should be handled by a competent and trained person.



the many forms of the flu, etc. Conc
and conference industry where busi
follows guidelines, advisories and a
and local authorities are actions tha
that work for Informa events:

- Informa will keep all its employees and attendees apprised of specif regarding dangers, cautions and spread of infectious diseases and
- Informa employees are required contagious disease that might po and safety of the event
- Exhibitors and contractors are re individuals who have a contagiou an Informa event. Return from si exhibitors and contractors inform a note stating the patient is fit for w infecting others is no longer preser





PPE shall not be relied on as a primary or only means of control.
It is to be used in conjunction with engineering controls, guards, and operational practices. Exhibitors and contractors have a duty to ensure the health and safety of persons in the workplace; this may require the provision of PPE. Exhibitors and contractors are responsible for ensuring that workers are provided with appropriate PPE for their work activities.

During the build and breakdown, closed-toed shoes are mandatory at all times.

Exhibitors and contractors shall establish minimum PPE requirements during build and breakdown phases:

General Requirements

- Safety footwear with toe protection
- Hard hats
- High visibility vests
- Safety googles
- Ear protection

Specialist Requirements

- Hand protection
- Fall arrest equipment
- Respiratory protection
- Eye protection

If required by local legislation, exhibitor
outlining to evaluate hazards, impleme
a safer and healthier workplace.

Contractors will need to produce comp
present a higher risk (as captured on th
operations, electrical hazards, and pot

The method statement should specify
stage basis and indicate the precaution
staff, and members of the public who n

Safety Data Sheets (

Safety Data Sheets (SDS) are required f
and all chemicals.

SDS are developed by chemical manu
chemical or product supplied to record
making hazard determination. They pr
to the consumer:



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Safety Equipment & Signage

Fire and Safety signage are provided by the venue, for example indicating escape routes, warning of hazardous materials, prohibited areas or no smoking. These signs must be obeyed at all times, unless given permission by the Informa and alternative arrangements can be made.



Storage

The following storage methods are strictly prohibited:

- Blocking emergency egress
- Blocking emergency exit doors
- Blocking fire safety equipment
- Storing combustible materials behind booth/stands
- Stacking storage/freight crates with the potential of falling

Individual with Overall Respons

Venue Name:	Tor
Venue Security #: (If applicable)	215
Contracted Security Name:	Edw
Contracted Security #:	267

In the event of an incident please conta

If there is an incident that needs to be contact the Security Supervisor onsite. following information will be recorded:

- Names of parties involved
- Date and time of occurrence
- Location of the accident/incident
- Nature of the accident/incident
- How it occurred
- Extent of injury/illness (if applicab
- Damage or loss incurred (if applic

Onsite Security General Reminders:

- Display your ID badge / credential
- Do not leave items/bags unattend
- At certain circumstances you may these checks, carried out legally b regardless of status.
- Informa assumes no liability for it provided for damaged or stolen g



Specialized Risks



Unless specifically agreed in advance by Informa in writing the following goods and equipment are prohibited and will not be admitted onto the event:

- Flammable liquids or gases.
- Compressed gas cylinders.
- Radioactive materials.
- Radiation generators.
- Goods classified as hazardous including toxic, corrosive, irritant, harmful or oxidizing materials (except for small quantities of domestic cleaning materials)
- Any activity involving water where there is a risk of Legionella.
- Activities involving hot-works and subject to a specific hot work permit as detailed below).
- Explosive, pyrophoric, or spontaneous combustible materials.
- Other than Class 1 lasers or those in completely enclosed equipment.
- Equipment that may cause nuisance due to odor, emission of objectionable noises or stroboscopic or disturbing lights, simulators, and rides.

All stands are required to be structurally
structures are required to be verified i
requirements. Examples of complex st
limited to:

- Structures over 4m in height and
- Multi-level stands
- Viewing/service platforms
- Suspended items (lights, signs, rig
- Raised walkways
- Ramps
- Sound/lighting tower
- Platforms and stages over 0.6m ir

Full details of complex structures must
least 30 days prior to opening the ever
displayed must be stable and adequate
avoid them from falling or posing a risk
decker stands or stands higher than 4
explicit permission has been granted b

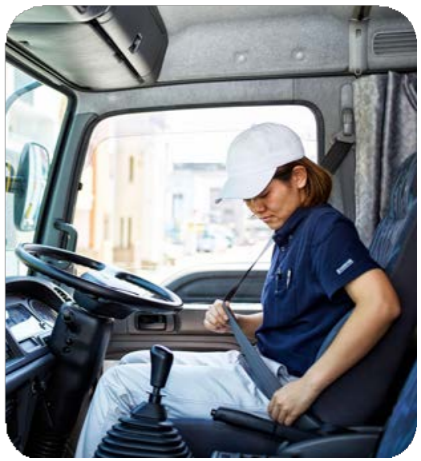


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Exhibitors and Contractors must adhere to the restrictions and directions put in place and provided by the venue to ensure that vehicles and pedestrians are segregated. Vehicle drivers must:

- Adhere to venue and/or general contractors' guidelines
- Not exceed venue/general contractor speed limits
- Wear a driver restraint (seat belt) while operating vehicle
- Announce (use horn) when moving from the loading area to event floor
- Not carry passengers unless they are seated with driver restraint in passenger seat
- Not load or unload in areas where it will block fire exits or routes
- Secure vehicle at all times and remove keys when unattended
- Not operate any vehicle whilst using a cellular device







Venue Emergency Procedures

It will be the responsibility of the Informa to ensure relevant emergency procedures are understood and communicated to employees, contractors, and exhibitors. Venue fire and other emergency procedures, together with the

Venue Name:

Venue fire and security procedures and medical support are provided the venue should be raised with Info

IN THE EVENT OF A FIRE

The fire alarm sound for the buildir

Should you hear the signal to evacuate, emergency exit

The assembly point is located:

Do not stop to collect personal belongir assembly point, remain there and awai

IF YOU DISCOVER A FIRE

Raise the alarm by:

Please leave by the nearest emergency instruction

IN THE EVENT OF A MEDICAL EMERG

In the event of an accident or an em numbers:

First Aid/Medical as appropriate:

Fire:

Security:

First Aid is available from:

In case of any emergency situation, you jurisdiction

Arrangements for disabled evacuat

If you have any queries about the fire above circumstances then please appro ensure that fire exits, and fire equipme

The exhibitor and their contractor are responsible for cleaning their stand and disposing of waste during the event, as well as during the set up and dismantling phase.

To save significant unforeseen costs, please be aware:

- Waste removal is not free of charge and must be ordered in advance
- During build up and breakdown periods, waste should be contained within the exhibitors assigned space, it is strictly prohibited to place any waste in the aisles
- Waste accumulated inside the stands must be removed before the end of each day
- All rubbish (including carpets, adhesive, etc) must be removed from space-only stands, as part of the Better Stands programme we encourage you to reuse stand elements wherever possible
- Products and installations that are not removed within the published time limits will be disposed of
- Sharp items must be properly wrapped and disposed of in a safe manner
- All carpet tape must be removed from the floor



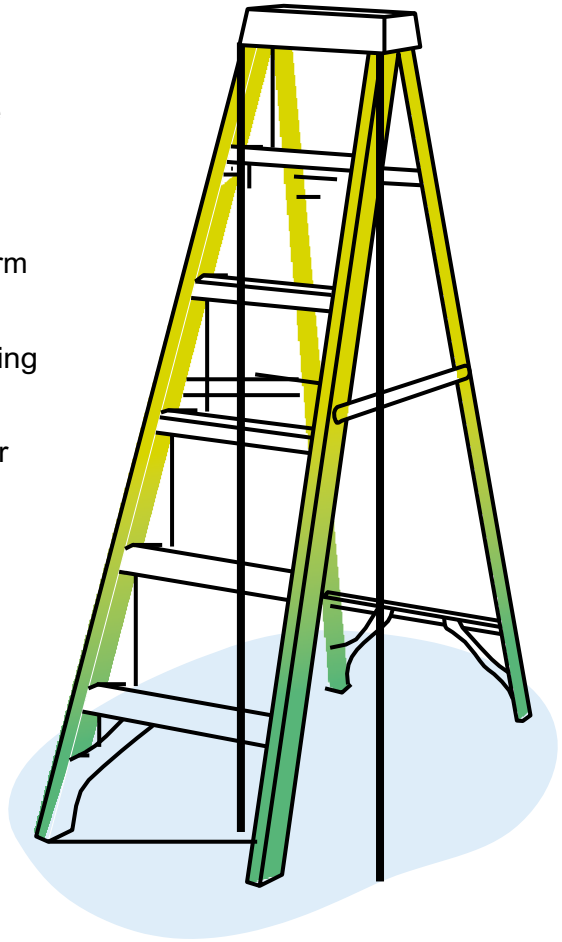


Working at Height

All reasonable steps should be taken t
working at height. Working at height sh
supervised with the correct equipment
Exhibitors and contractors are to ensu

- No work is done at height if it is sa
- All work at height takes account c
endanger safety such as high wi
- Access is controlled to prevent ot
beneath or under working at heig
- The risk from falling objects is pr
platforms must have a toe board
- Plans are in place for emergencie
- Those working at height must be

- Ladders must have an “industrial” rating
- Leaning ladders must be placed at the correct angle
- Ladders should be used on a level ground and must be secure
- The top treads or steps must not be used as a platform for work
- Users should face the ladder at a times whilst climbing or dismounting
- Only one person should climb or work from a ladder
- Users should not overreach



All rigging operations must be properly planned in advance with regard to permitted working load limits. Rigging operations must be undertaken and supervised by competent persons who are qualified by provision of appropriate skills, knowledge, training, and experience. Certificates must be readily available upon request. Exhibitors and contractors are not permitted to conduct their own primary rigging. Only appointed or approved contractors are permitted to conduct rigging operations from any part of the tenanted area.



Rigging equipment must be free from
its working load limit, adequately mainta
requirements for inspection with valid

All rigging equipment must be visually i
ensure it can function safely. The Even
monitor rigging operations to ensure th

- Where possible, all personnel sho
where overhead rigging or lifting
- Ensure sufficient time is available
operations can take place safely
- Whilst working at heights, riggers
rigging point via a safety lanyard o
- Suitable head protection must be
injury to the head

