

# FAN EXPO San Francisco 2024

## EXHIBITOR HEALTH & SAFETY COMPLIANCE REMINDER

Show Management would like to ensure the move-in and move-out of the show runs as smoothly as possible for everyone involved. The health and safety of everyone on the show floor is of utmost importance. These health and safety requirements are not only best practices but are also requirements of the Federal Occupational Safety & Health Act. **Everyone on the show floor must work together and needs to be responsible for ensuring a healthy and safe working environment.**

All Exhibitors are required to ensure health and safety of everyone, including their on-site employees and suppliers/contractors retained to provide services on their behalf on the show floor.

In order to ensure that everyone understands the importance of these requirements **all Exhibitors are required to read the “Exhibitor Health and Safety Compliance Declaration” which is tied to the Exhibitor Contract. By signing the exhibitor contract, you acknowledge a full understanding of the Exhibitor Health & Safety Compliance Declaration.**

Show Management will be monitoring the show floor to ensure a healthy and safe work environment. Should you or your employees observe any hazard or unsafe work practice on the show floor, we request that you notify Show Management immediately.

### GENERAL HEALTH AND SAFETY REQUIREMENTS

All Exhibitors must:

- Ensure their on-site employees and suppliers/contractors comply with all required safe work practices as required by health and safety law and outlined in this document.
- Ensure that any of their on-site employees and suppliers/contractors appointed as supervisors have been adequately trained in local health and safety legislation and have a good understanding of the industry hazards & controls as they relate to their responsibilities.
- Ensure that their on-site employees and suppliers/contractors have been properly trained/certified to carry out all their job tasks safely as required.
- Ensure that any of their on-site employees and suppliers/contractors operating any equipment on the show floor have been properly trained and certified to operate the equipment as required.
- Ensure that all on-site employees and suppliers/contractors whose activities require the use of Personal Protective Equipment are properly equipped.
- Monitor and enforce the required health and safety practices for their on-site employees and suppliers/contractors during move-in and move-out.
- Ensure that all Exhibitor owned/rented equipment, tools and machinery are/have been maintained in safe operating condition in accordance with the manufacturer's specifications.
- Ensure during any overhead work that safe work practices are being complied with.
- Must provide copies of any accident or incident reports to Show Management as applicable.
- Must comply with all safety rules while working in or accessing any common areas.

- Must work together with the Facility, Show Management, and Contractors to ensure dock/traffic safety requirements are maintained.
- Must implement the required hazard controls as assigned by Show Management.

## **MEDICAL EMERGENCIES**

- All accidents that take place on-site need to be reported to Show Management and security immediately.
- First Aid services are on-site during move-in, move-out and show days to respond to medical emergencies and is located on Level 1 at the Exhibitor Floor Office Tel: 415-974-4159. The first aid attendant can also be reached via any show security guard located at every show entrance and the loading docks.
- If the accident results in a serious or critical injury, Show Management and the facility must be contacted as soon as possible.

## **EMERGENCY PROCEDURES**

- The facility is equipped with sophisticated fire protection equipment, including: automatic sprinkler, smoke and heat detection, fire alarm and voice communication systems.
- Upon your arrival, you should familiarize yourself with the building particularly as to the location of the nearest exit, manual pull station and fire extinguisher.
- If you see a fire, activate the nearest fire alarm manual pull station and leave the fire area closing all doors behind you.
- Do not attempt to fight a fire unless it is small enough to extinguish with one of the portable extinguishers located throughout the building. There are no fire hoses provided for use by occupants.

## **CONSTRUCTION ACTIVITY**

- In accordance with the Federal Occupational Safety & Health Act policy where work activity requires the use of elevating work platforms, scaffolding, cranes or other hoisting or lifting devices or where the completed structure will equal or exceed 16 ft. in height, or where a part of the permanent or temporary work is required to be designed by a professional engineer, the Construction Regulations will be applied to the work by all Exhibitors employees or suppliers/contractors.
- Where an Exhibitor's on-site employees or suppliers/contractors may be involved in both construction and non-construction activities concurrently in the same area and they cannot be physically separated by time or barrier or distance, then the Construction Regulations will apply to all the work being done in that area.
- All work areas deemed as construction under the control of the Exhibitor's on-site employees or suppliers/contractors will have an adequate barrier erected around the area that will ensure the safety of personnel not working within the construction area.
- The barrier must be maintained by the Exhibitors on-site employees or suppliers/contractors at all times during the period of activity deemed as construction.
- Only authorized personnel assigned to work within the construction area will be allowed to enter the area and the Exhibitor's on-site employees or suppliers/contractors must monitor that no other personnel enter the area unless authorized to do so for the purposes of conducting work within the area.
- All Exhibitor's on-site employees or suppliers/contractors working within a construction area must wear an ANSI approved hardhat and safety shoes at all times.
- All the rules that apply to construction areas will be strictly enforced by Show Management.

## **SAFETY FOOTWEAR MANDATORY DURING MOVE-IN/MOVE-OUT**

- Due to significant vehicular and equipment traffic, Exhibitors on-site, employees and/or suppliers/contractors are required to wear safety shoes during move in and move out.

## **VEHICULAR TRAFFIC**

- In order to maintain safety, and avoid congestion, vehicles allowed on the show floor will be restricted by Show Management.
- Ensure all equipment on the show floor is in safe operating condition i.e. headlights working and on, backup beepers working.
- Vehicles such as, but not restricted to forklifts, lifts, booms where the operator does not have full view of the intended path of travel should have a trained spotter guide them to ensure pedestrian safety and protection of the Facility and materials on the show floor.
- All vehicle operators must be trained and certified as required.
- Show Management will be monitoring vehicle traffic conditions during move-in and move-out.
- Exhibitors must reinforce with on-site employees and/or suppliers/contractors that the safe operation of all vehicles, especially forklifts, are critical.

## **WORKING AT HEIGHTS**

There are many situations where working at heights is necessary. In order to avoid injury, we require the following procedures to be followed:

- Proper extension devices (i.e. ladders) must be used. We strongly discourage the use of ladders 10 feet or higher. Items such as tables, chairs, boxes, etc. shall not be used to lift a person.
- All ladders should be maintained in safe working order with suitable heights, weight loads, non-slip footings, rung spacing and tethers capable for what they are subject to.
- When in use, ladders also need to be placed on a firm non-slip ground surface.
- Ensure on-site employees and/or suppliers/contractors working at heights comply with all the local fall arrest and fall protection legislated requirements.
- Proper fall protection equipment (i.e. lanyard and safety harness) must be worn when working at heights over 10 feet.
- Ensure a safe and engineered approved anchor is used as the fixed support system for fall protection equipment and that the anchor system meets weight and height requirements for the task.
- Ladders are not to be used as working platforms. If working at a height is required for an extended period of time, proper platforms must be used.
- All Exhibitor's on-site employees and/or suppliers/contractors working at heights must be trained and understand the proper use of fall protection equipment and extension devices.
- Work at heights should be carried out with the use of the proper lifting equipment and personnel must be tied off with the required fall arrest equipment.
- All Exhibitors will reinforce with on-site employees and/or suppliers/contractors strict compliance requirements to fall arrest and fall protection standards and procedures.

## **OVERHEAD WORK**

In order to minimize the risk of head injuries, the following standard must be followed:

- Minimize the number of staff required in an area where overhead work is taking place.
- Ensure all staff working in an area where overhead work exists are properly equipped with ANSI approved hardhats (& safety glasses when necessary).
- Exhibitor's on-site employees and/or suppliers/contractors carrying out overhead work will set up and maintain a work area protection zone using a barrier that will alert and prevent any personnel for walking or working within any potentially unsafe area under the overhead work.
- Exhibitors shall ensure any rigging work is conducted by competent riggers in accordance with rigging standards.
- Exhibitors shall work with Show Management to schedule, as much as possible, overhead work during periods where there is no other floor work being conducted.
- Exhibitors must ensure all your staff respect all work area protection zones.
- Exhibitors must ensure that all on-site employees and/or suppliers/contractors performing overhead work are trained and work in a safe manner and are aware of potential risks with people working below.

## **SLIPS, TRIPS AND FALLS**

- During move-in, there may be a considerable amount of debris, water and snow on the floors that can cause potential injury. We ask that Exhibitor's on-site employees and/or suppliers/contractors be continuously aware of their surroundings and alert to potential hazards. In addition, everyone must comply with the following procedures:
  - All work areas/booth spaces are to be kept in reasonable order and materials not in use (i.e. tools, wood, etc.) be appropriately stored.
  - Reinforce with employees positioning of materials at booths to minimize congestion as much as possible.
  - Reinforce with employees placing waste in appropriate waste containers.
  - All vehicles entering the buildings must have competent drivers and ensure that precautions are taken to avoid excess snow, rain, oil, etc. on the show floor.
  - All vehicles and trailers must be in proper working condition with no fluid leaks.
  - Utilize the minimum amount of packaging required and return packaging when possible (i.e. wood, reusable packaging, etc.)
  - Notify show management of any unsafe practices or conditions noticed that could pose a potential hazard.

## **OPERATION OF TOOLS**

Although power operated hand tools maybe utilized daily at your business, please review the following policies while on the show floor:

- Ensure all on-site employees and/or suppliers/contractors operating tools are trained, competent and knowledgeable on the proper and safe operation of tools.
- Ensure all on-site employees and/or suppliers/contractors are properly equipped with the appropriate tools for completing tasks.
- All power tools must be in safe working condition with the appropriate safety mechanisms and guards.

- All on-site employees and/or suppliers/contractors operating tools are required to wear appropriate personal safety equipment. Safety gloves and glasses are essential when risk of hand and eye injuries are high.

## **CHEMICAL USE AND EXPOSURE**

- Chemicals may have strong odors may also dangerous, as a result, all work with hazardous materials should restricted, all precautions must be taken to minimalize the exposure of the chemical.
- Exhibitors must inform Show Management of any chemicals to be used or introduced to the show floor during move-in and during move-out (including such items that may create dusts or fumes from mobile equipment exhaust). Show Management reserves the right to restrict or not allow the use of specific chemicals.
- Exhibitors must provide copies of Material Safety Data Sheets to Show Management for any chemical to be used on the show floor.
- Only small quantities of paints, cleaners, etc, should be used within the facility. Once the task(s) has been completed, these materials need to be removed as soon as possible.
- Use required controls such as adequate ventilation and personal protective equipment (PPE) when using chemicals on the show floor.

## **ELECTRICAL WORK**

- Electrical energy is capable of causing severe personal injury, death, or fire. Electrical equipment and installations must be installed in accordance with the applicable National Electrical Code, and local and state codes.
- Ensure that only ANSI+ approved electrical equipment or equipment approved by the designated authority is used.
- Ensure that electrical equipment is in good working order.
- In the event of an emergency ensure that the main power source is easily and quickly accessible.
- Use warnings and barricades to alert unqualified employees of temporary electrical hazards that may endanger them.
- Use personal protective equipment (PPE) when working in areas where the danger of contact with exposed electrical sources is present and likely.
- Any Exhibitor's on-site employees and/or suppliers/contractors working on electrical equipment that will expose them to the risk of electrocution should carry out a lockout/tagout procedure in accordance with safety regulations.
- Exhibitor, where required, will only allow certified electricians to perform electrical work.

## **FREIGHT STORAGE AND STACKING**

- The stacking of freight during move-in and during the show can expose everyone having access to the storage areas to injury resulting from the collapse of crates or any stored and stacked items.
- Improper storage of freight can lead to fire hazards (flammables and combustibles) well as the blocking of fire exits (including exit routes) and the obstruction of fire suppression equipment such as fire extinguisher, fire hose cabinets and sprinklers.

- Exhibitors shall ensure on-site employees and/or suppliers/contractors assigned to the stacking of freight have been trained on safe stacking practices and are competent.
- Exhibitors must enforce the safe storage and stacking requirements with your staff.
- Exhibitors must comply with all Facility restrictions related to the storage and staking of freight.

## **SMOKING & VAPING**

- It is the Facility's and Show Management intent to conform to the laws and standards of the community and their policies surrounding smoking in public places. Therefore, all public areas and rental space, including corridors, registration area, meeting rooms and the exhibit halls are designated non-smoking for the Facility's guests, including exhibitors. Vaping is also prohibited on the show floor.

## **SHOW FLOOR HEALTH AND SAFETY RULES**

**Everyone on the show floor is responsible for ensuring a healthy and safe working environment. This is for your safety and it is the law.**

If you have any questions related to these rules please contact Show Management.

- All incident/accidents that occur on-site must be reported to Security and Show Management immediately.
- For fire and medical emergencies, you must follow the Facility's emergency response procedure.
- No persons under 16 years of age are allowed on the show floor during move-in/move-out.
- All personnel on the show floor during move-in/move-out are required to wear ANSI approved safety footwear. This a legal requirement for which you are personally responsible and liable for.
- Freight free aisles and emergency exits must be kept clean and clear of any materials at all times.
- Only authorized vehicles are allowed on the show floor. Vehicles require a spotter to escort the vehicle and for all reversing vehicles. Maximum speed is walking speed. Keep vehicle idling to a minimum.
- Do not stand on tables, chairs, boxes, etc.
- Proper fall protection equipment (i.e. ANSI approved tether and safety harness) must be worn when working at heights over 10 feet.
- Ladders are not to be used as working platforms for work over 10 feet.
- When working in an area where overhead work exists, use of ANSI approved hardhats are required (& safety glasses when necessary).
- Overhead work areas must be cordoned off (minimum requirement is cones and yellow caution tape).
- All work areas/booth spaces are to be kept clean and in reasonable order. Please put your garbage in the appropriate waste containers.
- Use personal protective equipment as required by law (i.e. safety glass, gloves, orange vests).
- No smoking or vaping permitted indoors or on the loading docks.

**Notify Show Management immediately of any unsafe practices or conditions that could pose a potential health and safety hazard.**

Exhibitors, their on-site staff and suppliers/contractors, shall comply with all show terms, rules and regulations, and with all pertinent and applicable laws, codes and regulations, federal, state, municipal and local, including the Federal Occupational Safety & Health Act, governed by the state of Florida, which may affect the show space.

It is also the sole responsibility of the Exhibitor to ensure that all their on-site staff and suppliers/contractors are informed of and comply with all these terms at all times while on the show property. The exhibitor agrees to be liable for the actions of its on-site staff and suppliers/contractors.

These terms and regulations will be enforced by both the facility and Show Management. Exhibitor's failure to comply with such laws, terms, rules and regulations shall entitle Show Management to terminate Show Management obligations under this contract and remove, shut down or darken Exhibitor's space. Show Management's decision on all such matters shall be final.

I, the undersigned, acknowledge that I have read and understand and will comply with the attached Show Management "**Health & Safety Requirements for all Exhibitors**" document. I recognize that as an Exhibitor and Employer in the State of Florida, I am required to be educated on the Federal Occupational Safety & Health Act and that I must ensure that my company employees and any contractor/supplier work in compliance with all applicable health and safety legislation at all times while on-site. I concede that failure to do so may result in work stoppages or fines and that all penalties incurred will be at the expense of myself or the company to which I represent in signing this document.

I also acknowledge that it is my sole responsibility to ensure that all on-site move-in/move-out staff employed by my company and supplier/contractors, are informed and compliant to both the Health & Safety procedures of the Show Management and the Federal Occupational Safety & Health Act and applicable Regulations stipulated by the State of Florida. In the event of a charge, prosecution, or any other legal proceeding arising out of or related to the Federal Occupational Safety & Health Act, as an Exhibitor of Show Management, I agree to be liable for the actions of my staff and suppliers/contractors.

Exhibitor: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_  
(I have authority to represent the contracting company listed above)

Date: \_\_\_\_\_