



SITE INDUCTION INFORMATION

IMPORTANT - ALL SITE INDUCTION INFORMATION BELOW MUST BE READ BY ANYONE ENTERING THE HALLS DURING BUILD UP OR BREAKDOWN. Access to the halls may be refused to any person who is unable to confirm that they have seen and understood this information.

Works being carried out should comply with **the rules and regulations set out in the exhibitor manual** to ensure safe working. **Consider those working around you** –consider other work going on in the halls so that **your actions do not endanger others.**

Strictly no admission to children under the age of 18 during build-up and breakdown

 **High visibility clothing must be worn on the lorryway**

 **Protective footwear must be worn**



 **HOT WORK PERMIT REQUIRED**

 **Report all accidents and injuries immediately!**

 **No alcohol or drugs to be consumed**



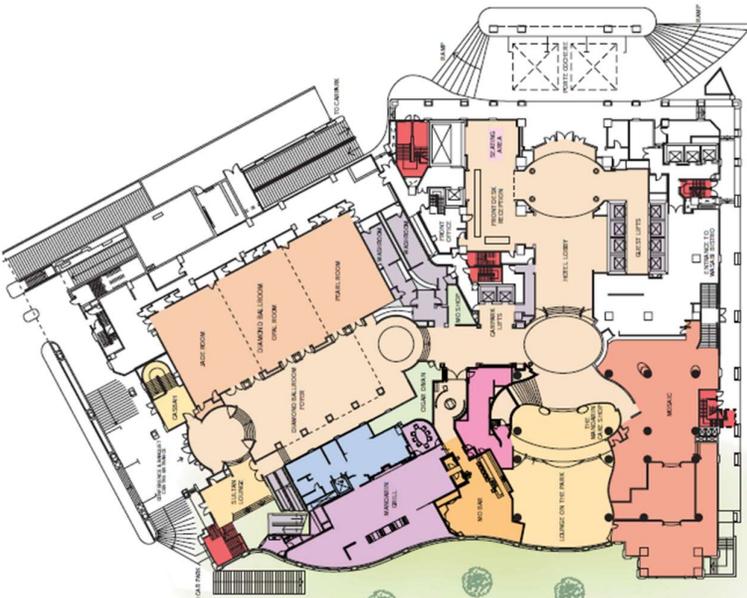
 **No smoking or vaping**

Emergency Information

-  **Emergency alerts** will be conveyed via tannoy
Leave the building by the nearest exit unless instructed otherwise by security
-  **Fire 999**
-  **Police 999**
-  **Medical 999**

Welfare Information

-  **Located on the ground floor**
-  **Free water refills** available from dispensers throughout the venue
-  **Food** available from catering outlets
-  **Contractor service desks** are located at the front of the halls
-  **Organisers Offices** are located on the Second Floor in room Boardroom 1





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Vehicle Movement and Unloading

No vehicle access into the halls unless pre-authorized by the Organiser



Speed limit



Unload safely, consider other vehicle movement around you. Take instruction from Traffic staff when parking. Keep vehicle doors clear.



Always be aware of forklift truck and other vehicle movement. Vehicles have priority in loading areas, hi-vis must be worn. Pedestrians have priority in the halls.

Timetable

BUILD UP	HALL OPEN	ACCESS FOR	
Tuesday 1 st October	08:00 – 22:00	Space Only exhibitor and contractor access	
	15:00 – 22:00	Shell scheme exhibitor access	
	22:00	Hall closes	
OPEN	HALL OPEN	EXHIBITION	CONFERENCE
Wednesday 2 nd October	08:00 – 18:00	10:00 – 18:00	08:30 – 17:00
Thursday 3 rd October	08:00 – 17:00	10:00 – 17:00	08:45 – 15:45
BREAKDOWN	HALL OPEN	HALL CLOSED	
Thursday 3 rd October	17:00 – 19:00	Shell scheme exhibitors must clear	
	17:00 – 23:00	Space Only stands removal	
	23:00	Hall closes	