

## 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 area and side walkway of the venue especially. Forklift permitted areas will be cordoned off and monitored however we ask that all of our exhibitors are extra vigilant when passing by this space
- The speed limit is 5mph in the loading area.

### WELFARE & CLOTHING

- Appropriate footwear must be worn
- High Vis must be worn on the loading areas
- 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 is located on the first floor and will be sign posted at the event.
First Aid	<p>There will be first aid cover throughout build up, show open days and breakdown. They will be situated in the First Aid Room located on level 1 of Old Billingsgate.</p> <p>Please do not call the emergency services directly. Should you require assistance please contact the nearest security guard in attendance.</p> <p>All medical emergencies, <b>including requests for ambulances</b> should be reported to the venue's offices immediately on 0207 2830 2800.</p>
Venue Office No.	The venue office number, manned 9am – 6pm 0207 2830 2800.
Fire Exits	Those displaying a lit sign above them will be OPEN
Toilets	Toilets are located on each level of the venue and are sign posted.
Catering Facilities	There are several available catering facilities just a short walk away from the venue, there is a kettle available in the Organisers' Office should you require hot water.

## EMERGENCY PROCEDURES

Fire	<p>On discovering a fire we ask that Exhibitors:</p> <ul style="list-style-type: none"> <li>• Raise the nearest alarm</li> <li>• Notify Security who will investigate the area in which the alarm was sounded and will contact the emergency services should they be required</li> </ul>
Evacuation	<p>If evacuation is necessary, you will hear the following announcement:</p> <p><i>"ATTENTION PLEASE, ATTENTION PLEASE. THIS IS AN EMERGENCY ANNOUNCEMENT. CIRCUMSTANCES MAKE IT NECESSARY FOR EVERYONE TO LEAVE THE VENUE. PLEASE MAKE YOUR WAY TO THE NEAREST EXIT."</i></p> <p>Please leave the building by the nearest exit.</p>
Cancellation	<p>If the incident is brought under control and a decision has been made not to evacuate the building the following announcement will sound:</p> <p><i>"Mr Sands has left the building."</i></p>
Bomb Threat	<p>In the event of another emergency or incident you here the announcement:</p> <p><i>"Mr Sands is in the building...location of the incident"</i></p> <p>This is the signal to inform you the incident is being investigated and if evacuation is required you will then here the following announcement:</p> <p><i>"ATTENTION PLEASE, ATTENTION PLEASE. THIS IS AN EMERGENCY ANNOUNCEMENT. CIRCUMSTANCES MAKE IT NECESSARY FOR EVERYONE TO LEAVE THE VENUE. PLEASE MAKE YOUR WAY TO THE NEAREST EXIT."</i></p>

**VENUES + EVENTS LIVE**  
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