

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 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

Covid-19

The Baby & Toddler Show regards the health and safety of our exhibitors, contractors, staff, visitors and partners of paramount importance and we are committed to keeping you safe at the event.

Please [click here](#) to familiarise yourself with the current UK guidance for exhibitions and the measures that are now in place to ensure the safety and comfort of all those onsite.

Please ensure that you and your staff have read the [Exhibitor Guidance](#) document.

Please note that prior to coming onsite:

Everyone must be aware of and compliant with the current guidance and measures relating to COVID-19 at the event

Everyone arriving onsite must be in good health and willing to have onsite temperature checks
If you become unwell whilst onsite please contact First Aid or the Organisers immediately stating your symptoms

Show Specific Guidance

Face masks are mandatory at the Baby & Toddler Show.

SITE INFORMATION

Organisers' Office	The Organisers' Office is located at the front of Hall 4 foyer. The Organisers' Office number is: +44 (0) 1619 332 897.
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 Baby & Toddler Show team, security staff or the Organisers' Office or in an emergency call Venue Control on +44 (0) 1618 709 809.
Venue Emergency No.	+44 (0)1618 709 809.
Fire Exits	Those displaying a lit sign above them will be OPEN.
Toilets	Toilets are located in the foyer and towards the back of the hall.
Catering facilities	There are multiple cafes and shops in the surrounding area. There is a power socket and drinking water in the Organisers' Office if you wish to boil a kettle.

EMERGENCY PROCEDURES

Fire	If you discover a fire, or a fire is reported to you, operate the nearest fire alarm call point FIRST, then inform Control on +44 (0)1618 709 809.
Evacuation	If evacuation is deemed necessary, you will hear the following announcement: "LADIES AND GENTLEMEN, DUE TO UNFORSEEN CIRCUMSTANCES, THE EVENT CAN NO LONGER CONTINUE, WOULD YOU PLEASE LEAVE THE BUILDING BY THE NEAREST AVAILABLE EXIT." Please leave the building by the nearest exit and assemble at your assembly point as directed by the security team. Exhibitors and contractors should account for all their staff and report to Control on +44 (0) 1618 709 809.

Bomb Threat	<p>In the event of a bomb threat, you will hear the announcement (or receive the telephone call) as follows:</p> <p>“ATTENTION PLEASE. ATTENTION PLEASE. STAFF CALL 100”</p> <p>Do not leave the building. Inform your colleagues, and then assist in searching for suspicious objects in your work area. If you find a suspicious object, do NOT touch or move it. Clear the area of people calmly. Report to the EventCity emergency team on +44 (0) 1618 709 809 giving the exact location of the object.</p> <p>Please do not cause undue concern to visitors at this stage. If you receive a bomb threat directly on the stand, please obtain as many details as possible and then inform Control.</p>
Cancellation	<p>The signal for a return to work is made by the cancellation of emergency procedures. This will be communicated by the security team onsite.</p>