

### IN THE EVENT OF A FIRE



Ensure that you are familiar with your nearest emergency exits.

Raise the alarm by using a break glass point or informing a member of staff

In the event of an Emergency Activation you will hear

“ATTENTION, ATTENTION, AN EMERGENCY SITUATION EXISTS WITHIN THE BUILDING, PLEASE LEAVE VIA THE NEAREST AVAILABLE EXIT”

Leave your site immediately by the nearest exit.

Do NOT use the lifts or take anything with you.

Move away from the building to the assembly points on the car parks directed by TIC staff.

Do NOT return to the building until the “all clear” has been given by fire officers.

### APPROPRIATE PPE MUST BE WORN



HIGH VIS MUST BE WORN AT ALL TIMES DURING BUILD AND BREAKDOWN\*

SAFETY SHOES ARE RECOMMENDED

FIRE EXITS AND EMERGENCY GANGWAYS MUST BE KEPT CLEAR AT ALL TIMES

ALL WASTE MATERIAL MUST BE REMOVED FROM SITE

\*purchasable from TIC reception

### CAUTION!



BEWARE OF MOVING VEHICLES

FORKLIFT TRUCKS OPERATING

HEAVY PLANT AND MACHINERY IN OPERATION

UNEVEN AND SLIPPERY SURFACES / TRIP HAZARDS

WORKING AT HEIGHT

SITE VEHICLES MUST NOT EXCEED 5 MPH

NO ACCESS FOR PERSONNEL WITHOUT A CONSTRUCTION WRISTBAND

TIC IS A NO SMOKING VENUE INCLUDING E-CIGARETTES

NO PERSONS AGED UNDER 16 ARE PERMITTED ON SITE AT ANY TIME

No hot works can take place without a hot works permit being issued

Any person suspected to be under the influence of drugs or alcohol will be ejected

Only persons who have received suitable training are permitted to operate plant or machinery





## WELFARE

Toilets. Lower and Upper Concourse and within halls 2 & 3

### Food & Beverages

Available to purchase from the following:-

Costa Coffee - Lower Concourse (open times subject to event)

Vending Machines - Lower Concourse and Hall 2 Foyer



## FIRST AID

If first aid treatment is required

Contact a member of security who will radio a first aider

Contact the Duty manager on 07790346741

Visit Reception – Lower Concourse

When requesting First Aid you must state

The location of the incident

What the injury / illness is or appears to be

Name and age of person injured or ill

All accidents, incidents and near misses must be reported to the venue reception on the lower concourse

## SITE TRAFFIC RULES

### Loading / Unloading During Events

Report to the gate house on arrival and follow instructions and directions given by Security Personnel

Conform to speed limits and road signs

Do not park on double yellow lines or hatched areas

Do not park on pavements or pedestrian walkways

Slow down when approaching junctions, narrow roadways and in areas of congestion

Do NOT obstruct points of access or exit

Always display your vehicle pass

A queuing system for loading / unloading will be in operation

Adhere to times allocated for loading / unloading. If you experience difficulties and cannot complete your loading / unloading on time then please inform a member of Security

A 'One Way' system on occasions will be in operation. Follow instruction and directions given by Security at this time

Once you have unloaded your vehicle you will be directed to a car park

Request Banksman assistance from Security personnel before reversing your vehicle if over 7.5 tonnes

All pedestrians - be aware of vehicles loading and unloading and moving / reversing vehicles including forklifts. Always use designated pedestrian walkways

Vehicles parked in unauthorised areas may be removed by TIC

Report any dangerous activity to the Duty Manager on 07790346741



### INTERNAL VEHICLE MOVEMENT RULES

Vehicle access to Halls is restricted to achieve maximum efficiency and safety. No vehicles are to be allowed into the halls without prior agreement.

Drivers must follow instructions from TIC Security personnel before entering the hall

High vis must be worn in the halls when vehicles are moving

Dedicated stewards dressed in high visibility clothing will accompany vehicles taking drivers to the pre-arranged designated plot within the building—Drivers must not move or reverse vehicles within the halls until a designated Steward is available

All vehicles must display hazard-warning lights during movements and stick to a speed not exceeding the walking pace of the steward directing them

No more than two moving vehicles will be allowed in any one hall at any time

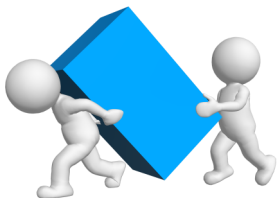
Engines must be switched off once at a standstill and throughout the event

No vehicles can enter the hall during breakdown until ALL members of the public and children under 16 years have exited from the hall and it is safe to do so. Exhibitors wishing to carry their items without bringing vehicles into the hall will be encouraged to do so

Vehicles will not be allowed into the hall until everything is packed and ready to load

Vehicle movement is not allowed during the open hours of the event

This procedure is designed to speed up the build / breakdown in an efficient and safe manner. Please be patient and follow instructions given to you by Security Personnel. TIC will monitor and review procedures and make amendments when and where required.



### BREAKDOWN PROCEDURES

Please familiarise yourself with the breakdown procedures and timings for your event

It is essential that breakdown does not commence until all visitors and under 16s have left the halls and the all clear is given.

Fire doors/ roller doors at the sides and rear of the halls will not be opened until the venue security team are happy that the area is clear of general public and it is safe to do so

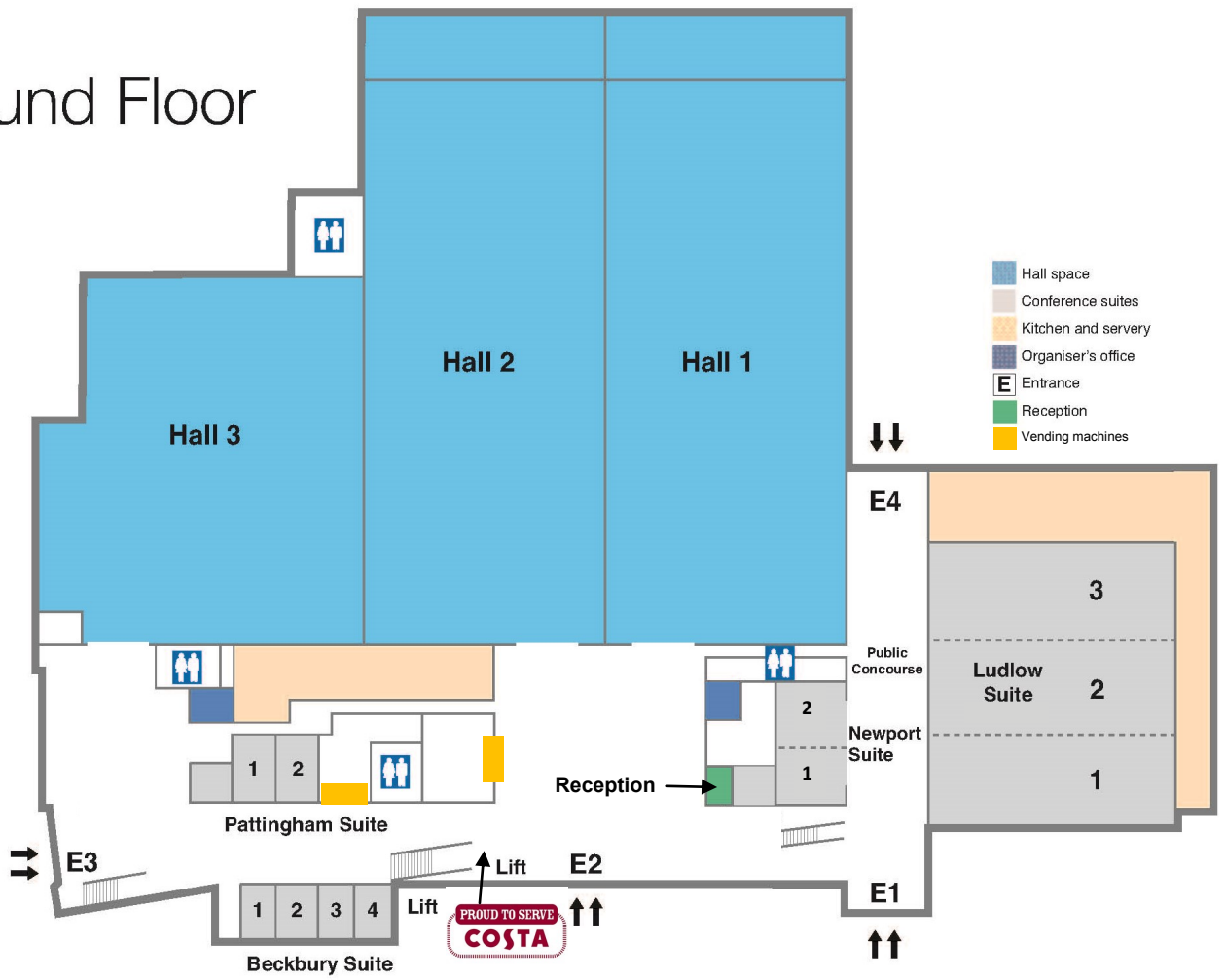
No persons under the age of 16 are permitted in the exhibition Halls during breakdown

No vehicles will be allowed to load / unload or enter / exit the venue until authorised by a member of the venue security team

No large items i.e. pop-up stands or trolleys may be taken through any of the main public entrances. All equipment must exit the building via the fire exit doors/ roller doors at the rear and side of the Halls

# VENUE SITE PLANS

## Ground Floor



## First Floor

