



RRFM 2004 Exhibition: Health & Safety

Essential On-site Health & Safety Information

Maximum Floor Loading

If you have any concerns about unusually heavy equipment, please contact the hotel directly for advice.

Delivery of Exhibition Materials and Equipment

Exhibitors must make their own arrangements for the transport, delivery and handling of exhibition equipment and materials where necessary. Exhibitors are particularly asked to consider the need to have an adequate number of staff, and where necessary, equipment, to assist in the lifting and carrying of materials so as not to create a risk of injury. **ENS staff are not permitted to assist exhibitors in moving goods and exhibition materials.**

Smoking

Smoking is not permitted during the exhibition set up phase and exhibitors are required to make clear to their staff and their contractors. Any staff who ignore smoking restrictions are liable to be excluded from the hotel.

Power

Each stand is provided with 230 Volts single phase socket outlets in accordance with local standards. Exhibitors are required to provide their own extension leads and adapters and are responsible for them being properly wired and electrically tested. All electrical equipment and extension leads used by exhibitors must have been subject to combined inspection and test by a qualified electrician, including insulation and earth bonding tests. Inspected equipment must be clearly labelled with inspection labels and a certificate of inspection must be available on the stand.

Any electrical equipment on the stand must be in sound condition with live conductors enclosed and inaccessible, and cables properly protected against damage. Where an electrical installation is being wired or installed on site by the exhibitor, such work must be undertaken by a qualified electrician in accordance with local wiring codes. ENS reserves the right for a electrical contractor to inspect or test any such wiring or installation and to disconnect it if it is not properly installed and safe. Electrical & other mechanical apparatus must be muffled so that noise does not disturb other exhibitors or premises. ENS reserves the right to remove or disconnect any electrical equipment which either appears defective or has inadequate evidence of electrical inspection.

Stability of Exhibits and Exhibition Materials and Equipment

Any exhibits or materials displayed must be stable and adequately secured as necessary to avoid them falling or posing a risk to those in the vicinity.

Vehicles and Machinery

Engine driven vehicles, vessels or machinery will only be admitted to an exhibition if specifically agreed with the organisers. Before being admitted fuel tanks must be emptied and closed with the fuel caps locked and any batteries disconnected.

Work at Heights

If you or your contractors need to install equipment or materials out of reach of the ground, then you will need to provide the necessary access stepladders which must be in sound condition.

Prohibited Goods and Equipment

Unless specifically agreed by the organisers in writing, the following goods and equipment are **prohibited** and will not be admitted on to the exhibition:

- Flammable liquids or gases
- Compressed gas cylinders
- Radioactive materials
- Radiation generators
- Goods classified as hazardous including toxic, corrosive, irritant, harmful or oxidising materials (with the exception of small quantities of domestic cleaning materials in containers or aerosols of less than 500 cc capacity)
- Explosive, pyrophoric or spontaneous combustible materials
- Lasers other than Class 1 Lasers or those in completely enclosed equipment
- Equipment that may cause nuisance due to odour, emission of objectionable noises or stroboscopic or disturbing lights.
- The construction of stands with construction materials or adornments that contain products such as cement, sand, plaster, tile, brick or any other similar material.

Fire Precautions

It is of paramount importance that high standards of fire precautions are maintained, both during the set up, exhibition and break down phases of the event. The exhibitor must ensure that all their staff and contractors are aware of these requirements:

- Exhibitors will be provided with a 'run through' of the fire procedure for the exhibition, all staff must be aware of the procedure and, in particular, the method of raising the alarm, the sound of the alarm, the location of the exits and the location of the assembly points.
- Fire exits and gangways must be kept clear and free from any obstructions. During the set up and break down phases marked gangways will be provided which must be kept clear. During the remainder of the event exhibitors must keep all their materials and equipment within their stand area.
- Exposed flames or naked lights are not permitted in the exhibition. Exhibitors must also ensure that any heat producing equipment is kept well clear of combustible material.
- Exhibitors must not place combustible materials on, or in the vicinity of, stand lighting units.

Fire Regulations for the Usage of Materials

For stand building or display construction, only non-flammable materials may be used as stated below. The following regulations must be observed.

1. Softboard
All surfaces shall be coated, in accordance with the instructions for use, with a fire-retarding paint varnish approved by competent authorities, or be impregnated by the manufacturer to make them as near fireproof as possible, each sheet having been clearly marked as such by the manufacturer.
2. Wood, Hardboard, Plywood, Multi Particles Board
If thinner than 3.5 mm, all surfaces shall be coated, in accordance with the instructions for use, with a fire-retarding paint or varnish.
3. Textiles
Non-flammable material - the material should not have become flammable by treatment for specific purposes. Upon coming into contact with fire, or at high temperatures, the material should not give off irritating or obnoxious gases, nor should it drip or melt.
4. Plastics
The material shall be glued to a base of non-flammable material or to one of the materials mentioned in paragraphs 1 and 2 thus having become fireproof. Upon coming into contact with fire, or at high temperatures the material should not give off irritating or obnoxious gasses or vapors, nor should it drip or melt. Should there be any questions concerning the materials used, please contact the Organisers.

Organisers Decisions

In the event of any disagreement in relation to any health and safety requirements the organisers decision will be final and binding on the exhibitor.