

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.

Health and safety is everyone's responsibility and works being carried out should comply with UK Health and Safety legislation to ensure safe working.

Knowing and sharing – you must ensure that everyone coming onsite to work on your project and their teams fully understand this induction information, as well as the Stand Build, Risk Assessment, Method Statement and Construction Phase Plan.

Consider those working around you – it is vital that you plan and are prepared to work in a way that considers other work going on in the halls so that your actions do not endanger others.



HARD SOLED SHOES MUST BE WORN IN BUILDUP AND BREAKDOWN

Strictly no admission to children under the age of 16 during build-up and breakdown



HI-VIS MUST BE WORN IN THE OUTSIDE AREA



CAUTION
HOT WORK PERMIT
REQUIRED
IN THIS AREA



Report all accidents immediately

A tidy area is a safer area

BUILD UP	HALL OPEN	ACCESS FOR
Thursday 6 th February	0800 - 1800	Space Only contractors/exhibitors and official contractors only. No access for Pure Origin Space Only contractors/exhibitors.
Friday 7 th February	0800 - 1800	Space Only contractors/exhibitors and official contractors only.
Saturday 8 th February	0800 - 2200	Space Only contractors/exhibitors/official contractors. Shell Scheme exhibitors dress stands from 1000hrs. Pure Origin Shell Scheme exhibitors can dress stands from 1200hrs.
OPEN DAYS	HALL OPEN	SHOW OPEN HOURS
Sunday 9 th February	0800 - 1900	0930 - 1800
Monday 10 th February	0800 - 1900	0930 - 1800
Tuesday 11 th February	0800 - 2200	0930 - 1600
BREAKDOWN	HALL OPEN	ACCESS FOR
Tuesday 11 th February	1615 - 2200	Remove all exhibits from halls Shell Scheme stands should be cleared of all displays by 1900hrs. ALL vehicles to be cleared by 2200hrs
Wednesday 12 th February	0800 - 1200	Dismantling of stand construction continues all contractors to be clear of halls by 1200hrs

VEHICLES AND UNLOADING

- **VEHICLE ACCESS** into halls must be approved by the Organiser at all times.
- **SPEED LIMIT** in the halls is 5mph.
- **FOLLOW INSTRUCTIONS** from Traffic staff and park in designated or instructed areas only. All VE doors must be kept clear during the open period of the event or when directed by the Traffic team.
- **VEHICLE MOVEMENT** – be aware of forklift truck movement and all other vehicle movement at all times. Vehicles have priority in loading areas, and anyone entering these areas should be aware of this. Pedestrians have priority within the halls, and any drivers, with permission to enter the halls, must drive with this in the forefront of their minds.

EMERGENCY INFORMATION

- Listen to tannoy messages and follow these instructions at all times
- Please use the following numbers to alert the emergency services:

Fire / Medical / Security Emergencies:

Internal: 2666

External: 02017 598 2666



Evacuation Procedure: Leave the building by the nearest exit and you will be directed to your nearest assembly point. (Olympia Way, G Gate or L Yard)

WELFARE LOCATIONS



Organisers Offices are located at the front of the Grand Hall Gallery Level. Please visit for site information and any queries you may have.



Drinking water is available from the Gallery Level Organisers Office. Food & bottled water is available from the Eat Street W14 café, during build up. Alternatively, many shops and outlets are available within a very short walk of the venue.



Medical Centre is located upstairs with access from all halls.

Tel: 0207 598 2666



Contractor service desks are located at the front of the Grand Hall Ground and Gallery.

