



CLINICAL + COSMETIC + REGENERATIVE

EXHIBITOR MANUAL

All you need to know before, during and after the show.

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1. General Information

1.1. Address of Venue

Halls S4 - S7 ExCel London
Royal Victoria Dock
1 Western Gateway
Royal Docks
London, E16 1XL
Web: www.excel.london/visitor/getting-here

1.2. Accommodation

Please refer to our website: <https://www.cclondon.com/plan-your-visit/>

1.3. Travel and Access

BY RAIL:

The London Overground, part of the London Underground network, is highlighted in Orange on the Tube map. The DLR and Jubilee Line can be connected from multiple Overground lines such as Stratford, Canada Water, and Shadwell. It is also possible to join the Overground and travel to ExCeL London from Euston station.

TUBE:

The Jubilee Line and the DLR are the quickest routes to ExCeL London. Alight at Canning Town on the Jubilee Line and change onto a Beckton-bound DLR train for the quick two-stop journey to ExCeL: Custom House for ExCeL (for the west entrance) or Prince Regent for ExCeL (for the east entrance or the ICC London).

*ExCeL is approximately 20-minutes walking distance away from Canning Town underground station.

BY CAR:

If you are arriving via the M11, the North Circular (A406) or the A13, as you get closer, you'll pick up signs for Royal Docks, City Airport and ExCeL London. If you are using satellite navigation, please enter the postcodes below.

E16 1XL: For the west entrance, when travelling to ExCeL from Blackwall Tunnel, Limehouse Link, A12 or central London.

E16 1FR: For the east entrance, when travelling to ExCeL from the M11, A13 or into London from the east.

E16 1AL: If you are using the Royal Victoria Car Park (MSCP) — approximately a 5-minute walk from the venue.

1.4. Car Parking

If you do travel by car, we advise that you pre-book <https://parking.excel.london/> to guarantee a space. The price is £20 per 24hrs for car parking on site; please check the website for further details. Please print your ticket and display it in your vehicle during your visit. ****Bookings are currently being accepted up to 3 months in advance.***

1.5. Organising Team and Contact Details

Operations		
Amélie Degueudre	amelie.degueudre@easyfairs.com	+44 (0)20 3196 4332
Natalie Campbell	natalie.campbell@easyfairs.com	+44 (0)20 3196 4330
Marketing		
Abigail Larkin	abigail.larkin@easyfairs.com	+44 (0)20 3196 4366
Sales		
Courtney Baldwin	courtney.baldwin@easyfairs.com	+44 (0)20 3196 4371
Chloe Carville	chloe.carville@aestheticsjournal.com	+44 (0)20 3196 4367
Judith Nowell	judith@aestheticsjournal.com	+44 (0)20 3196 4352
Emma Coyne	emma.coyne@easyfairs.com	+44 (0)20 3196 4372

1.6. Contractor List and Contact Details

Login Details Badges/Passes Visit Connect Marketing Packages	'My Easyfairs' Account	If you do not have your login details, please contact: abigail.larkin@easyfairs.com
AV Equipment Carpet Electrics Furniture Graphics	'My Easyfairs' Web Shop	Tel: +44 20 3196 4330 Email: natalie.campbell@easyfairs.com
Space Only/Special Treatments	Ways & Means	Tel: +44 20 3292 0666 Email: plans@waysandmeanevents.com Space Only form link Special Treatment link
Logistics Freight Forwarding/ Forklifts/Storage	GES Logistics	Tel: +44 (0)121 782 4446 Email: event.logistics@ges.com Logistics Order Form
Catering	ExCel London	Order Stand Catering For bespoke catering requests, please contact: ExCeL London Hospitality Tel: +44 (0) 20 7069 4126
Internet	ExCel London	Tel: +44 (0) 207 069 4400 Email: itc@excel.london

1.7. Floorplan

The floor plan is correct at time of going to press. However, it is subject to change and the Organisers reserve the right to alter the layout of the Exhibition in any respect and at any time. Contact natalie.campbell@easyfairs.com for the latest floorplan.

1.8. Useful Deadlines

Operations	
6th September 2021	Order additional items before surcharge* via the MyEasyfairs web shop. *25% surcharge
13th September 2021	Complete the Exhibitor forms - <i>the forms can also be found at this end of this manual</i>
6th September 2021	Space Only Stands must complete this form https://waysmeans.typeform.com/to/xEfMsehZ
6th September 2021	If you are doing any demos on your stand you will need to complete the following form https://waysmeans.typeform.com/to/fWK1CMSI
6th September 2021	You must submit your stand plans and below documentation to Ways and Means Events as soon as possible so they may be checked to ensure that they comply with the venue and local authority regulations detailed later in section. Please be aware that any sent after the 6th September may not be approved or given permission to build. <ul style="list-style-type: none"> Detailed Stand plans, including all measurements/dimensions Your stand builder's public liability insurance Risk Assessment Method Statement Type of Flooring you will be using A Health & Safety Declaration A construction phase plan
6th October 2021	Web Shop Closes! Last chance to purchase additional items via MyEasyfairs Limited stock will be available on-site during build-up from the GES Service Desk

1.9. Badges and Smart Badge Readers

Exhibitor badges: registration onsite will no longer be possible. You will be provided with a link to register your stand personnel and badges will be available for collection onsite during build-up.

Smart Badge Readers: You may have multiple Smart Badge scanners as part of your stand package, so be sure to check in your MyEasyfairs account. These are an invaluable sales tool for your stand, allowing you to promote specific products/services and collect data on visitors to your stand. Make sure you assign your Smart Badge readers in MyEasyfairs ahead of the show and brief your stand personnel on how to employ these vital tools to maximise your ROI. If you have any queries regarding your Smart Badge readers, please contact abigail.larkin@easyfairs.com

2. Schedule

2.1. Build-up/ Move in

Space Only stands	Tuesday 12 th October	10:00 – 17:00
	Wednesday 13 th October	08:00 – 20:00
Shell Scheme stands	Tuesday 12 th October	<i>No Access</i>
	Wednesday 13 th October	14:00 – 20:00

Please ensure that your contractors are aware of these times and plan accordingly to these working hours.

***Please refer to section 5.14. Traffic Management on p.15 – it will give you details about the loading/unloading procedure at ExCel.**

*** Space Only Heavy Lift Move In** – Please note that we require that heavy machinery is set-up as early as possible on build-up day (Tuesday 12th October) - No Shell Scheme Stands permitted
 If you require a forklift service on site, this must be pre-booked.

For further information please see contact our appointed handling company and preferred contractor for freight forwarding and storage

GES Logistics: Tel: +44 (0)121 782 4446 or event.logistics@ges.com

2.2. Opening Times

	Hall open	Show open	Show close
Thursday 14th October	08:00	09:00	17:00
Evening Reception		17:00	19:00
Friday 15th October	08:00	09:00	16:30

2.3. Breakdown/ Move Out

Space Only stands	Friday 15 th October	17:00 – 21:00
Shell Scheme stands	Friday 15 th October	17:00 – 21:00

No one under the age of 16 is permitted in the hall during the build-up and breakdown period.

- At 16:30 on Friday 15th October, visitors will be asked to leave the premises. **Only** once all visitors have vacated the halls an announcement will be made that dismantling can commence.
- You are not at liberty to dismantle your stand before 16:30, and if you do so you will be asked to stop.
- Please remove personal effects or small and valuable items from your hired furniture and stand as soon as the Exhibition closes to prevent any losses or damage during the breakdown period.
- All exhibits and displays must be removed from shell scheme stands by **21:00 Friday 15th October**
- Clearing of the stand by the official deadline is solely the responsibility of the Exhibitor. The Organisers reserve the right to charge storage fees for exhibits/stand fittings, which have not been removed by the deadline and are furthermore entitled to have such exhibits/stand fittings removed and stored immediately by a suitable contractor at the expense and risk of the Exhibitor.

3. Stand Information

3.1. Space Only Stands

If you have booked a Space Only stand, your stand will not come with any electrics, carpet, or walling. It is your responsibility to order these in advance.

The regulations below are supported by and should be followed in conjunction with the current EGuide, available [here](#)

The overall height should not exceed 4000mm from venue floor level. Requests to build to heights over 4000mm will be considered provided that they are submitted to Ways and Means team in writing. Please send any requests to plans@waysandmeanevents.com

You must submit your stand plans to Ways and Means Events as soon as possible so they may be checked to ensure that they comply with the venue and local authority regulations detailed later in this section. All space only stand plans must be submitted by **the 6th of September 2021** to plans@waysandmeanevents.com

Please be aware that any sent after this date may not be approved or given permission to build.

Additionally, you must complete this form <https://waysmeans.typeform.com/to/xEfMsehZ> by **6th September**

These plans must include:

1. Detailed drawings of your stand.
2. All dimensions, detail build materials, include at minimum a ground plan and elevation drawing, include any inflatables or rigged elements, prove the structural stability, be specifically for this exhibition
3. Your stand constructor's public liability insurance
4. A detailed Risk Assessment which must include details of any unusual exhibits or activities on the stand (any machinery, working kitchens, moving visitor attractions)
5. A Method Statement
6. A Health & Safety Declaration
7. A Construction Phase Plan

All documents must be submitted in English and should clearly state the exhibiting company's name, stand number and the contact name and company of the person responsible for the stand build. Approval must not be assumed until written approval is received. Once approval has been received no alteration may be made to the approved design without further approval being sought.

Stand Construction Regulations

- A minimum of 50% of the stand is to remain open
- On divided sites, it is the responsibility of each exhibitor to erect and decorate walls on their closed sides.
- Space only stands building over 2500mm should decorate both the front and the back panels – no advertising material to be displayed onto neighbouring stands
- All construction and displays must be made from fireproofed materials and installed to the satisfaction of the authorities.
- Exhibitors will be charged for making good any damage to the hall such as paint marks, tape, bolt/screw/nail holes etc.
- You are responsible for examining your allotted space and building your stand within the correct floor markings – if you are in any doubt, please see the Organisers Office.

Complex Stands

Complex Stands are defined as:

- Stand designs that contain any part of the stand which is over 4000mm in height

- Stand designs including a platform of over 599mm above floor level
- Stand designs or equipment that contains steps

In all COMPLEX cases, structural calculations providing the strength and stability of the complex structure will be required. If complex, fees are applicable, invoices for complex fees will be paid for in advance of the stand being approved. The exhibitor will be liable for all costs and charges relating to this.

All space only exhibitors must submit their Stand Plans, Risk Assessments, Method Statements and Insurance Certificates to: Ways and Means Events: plans@waysandmeanevents.com

3.2. Standard Shell Scheme Stand



Non-Surgical zone shell
scheme

Surgical zone shell
scheme



Shell Scheme Specification

- White Complete Shell Scheme with silver aluminium upright posts
- Height from floor to underside of ceiling grid is 2430mm
- The visible display area of each infill panel is 2340mm x 923mm.
- Ceiling grids can be removed if you request this, however, PLEASE BE AWARE all stand build are subjected to approval. Please contact natalie.campbell@easyfairs.com
- Use of beamers and light effects outside the stand is forbidden
- For security reasons, all exhibitor material must remain within the stand area
- You cannot fix anything to the wall panels using nails, staples, or screws. Lightweight polyboard or card panels can be fixed with double-sided Velcro, twinstick pads or blu-tack.

Please note that shell scheme packages do not include electrics or spotlights. These items plus, any extra items, such as Furniture, Graphics or Extra Stand fittings should be ordered through your [My Easyfairs](#) account.

Submit your artwork using the below information:

Website: <https://share.ges.com>

Recipient email address: exhibitorgraphicsops@ges.com

Comment: Show Name_Stand Number_Exhibitor Name

Shell Scheme Packages

- **The standard package includes:**
 - ✓ Floor space
 - ✓ Grey carpet
 - ✓ Walls Height 2.5m
 - ✓ Fascia with stand number & company name
 - ✓ Listing in Show Guide
- **Elite package includes:**
 - ✓ Floor space
 - ✓ Grey carpet
 - ✓ Walls Height 2.5m
 - ✓ Fascia with stand number & company name
 - ✓ Listing in Show Guide
 - ✓ Table, Chairs
 - ✓ Literature rack
 - ✓ 1 x Power socket
 - ✓ 2 x Spotlights

Please note, elite stands under 15sqm will receive the furniture package A and stands over 15sqm will receive package B



Package A - Low
2 x chairs
1 x table
1 literature rack



Package A – High
2 x stools
1 x high table
1 literature rack



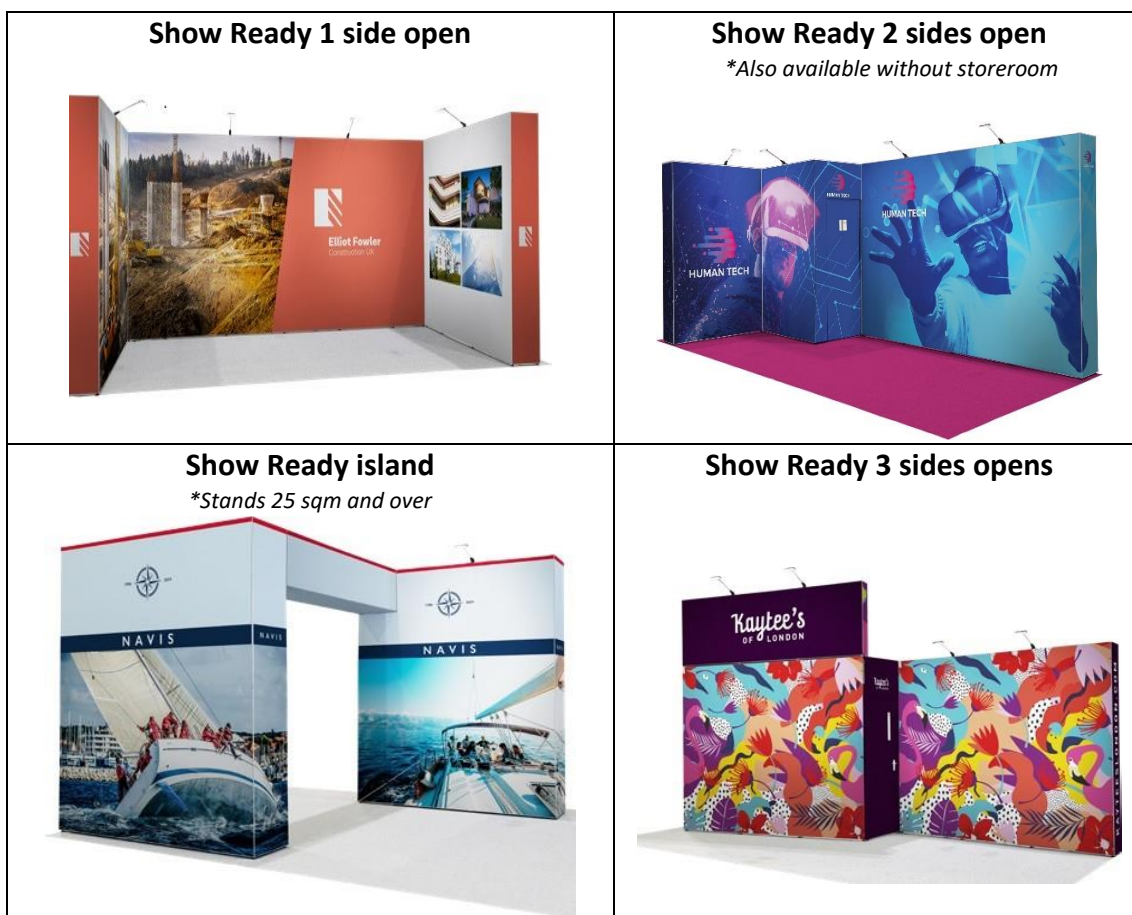
Package B
4 x chairs
1 x table
1 literature rack

Please confirm with the operations team if you prefer a low table or a high table, chairs or high stools. Both options are available within either package.

Please do not attach anything to the fabric of the building and take care when constructing your stand, as any damage caused by paint, stickers, nails, screws, etc., will be charged to you.

3.3. **NEW** Show Ready stand package options

If your stand is 18sqm to 50 sqm you can upgrade to Show Ready. Our Show Ready stands are the perfect solution for exhibitors keen to move on from shell but whom may not have the budget or time for a full custom build. For more information, please contact natalie.campbell@easyfairs.com



3.4. Demonstrations & Advertising on Stands

Please ensure that music and commentary for demonstrations, videos, presentations etc., are kept at a level which does not interfere with neighboring stands. You must obtain a license from the Performing Rights Society to cover composers' royalties. All details must be supplied direct to the society.

For further information please contact:
 Performing Right Society Ltd +44 (0)800 068 4828
 Elwes House
 13 Church Walk
 Peterborough
 Cambridgeshire
 PE1 2UZ

3.5. Insurance

Whilst we will take every precaution to ensure security and safety at our exhibitions, we do not accept any liability for loss or damage to any exhibitor's property. You are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties up to a limit of indemnity of £5,000,000. In addition to this you should consider insuring your expenditures against abandonment and cancellation or curtailment of the event due to reasons beyond our control.

If you have purchased an Exhibitor insurance package through Easyfairs please see show website for details, please be aware that you will only be covered if you have paid your invoice in full. **Insurance is a requirement for exhibiting at this show.**

Any demonstrations/hazardous material on site must have the relevant clearance from Health & Safety. If in doubt, please contact plans@waysandmeansevents.com who will be able to advise accordingly.

Additionally, if you are a Space Only a risk assessment/method statement must be completed. Please send all information to plans@waysandmeansevents.com

Public Liability Insurance

Exhibitors are reminded that in accordance with the Rules and Regulations they MUST take out adequate insurance cover. Whilst we take every precaution, we are not responsible for damage or loss to stand fittings and exhibits. We must also draw your attention to Public Liability cover and the increasing numbers of claims against exhibitors and service providers for trips and falls.

A specialist Exhibition Policy would adequately cover you for your property and Public Liability insurance, which in the event of any loss or claim would not affect any ss Policy.

3.6. Venue Enquiries

Rigging: prior permission from the [Operations team](#) is required for all rigging requirements.

Piped Services: For Water, waste, compressed air please contact ExCel directly on

Tel: +44 (0)20 7069 4648 (Sales)

Tel: +44 (0)20 7069 4648 (Onsite)

pipedservices@excel.london

Floor loadings: These vary considerably throughout the venue, so please notify the organiser of any unusually heavy items to be brought on site/exhibited.

Cleaning: The Organisers will provide a pre-clean of all stands prior to show open and will also on the open days provide daily cleaning of the halls, the gangways, and carpets on the stands. The cleaning of exhibits is not included.

Charges will be made direct to the exhibitor for the removal of excess waste.

Waste: Exhibitors and contractors must arrange the removal of materials and waste produced by working demonstrations of exhibits and stand fitting materials, crates and exhibits abandoned within ExCel.

4. Shipping and Freight Handling

4.1. Onsite deliveries

DELIVERY ADDRESS:

[INSERT YOUR STAND NUMBER, COMPANY NAME & MOBILE NUMBER]

Halls S4 - S7 ExCel London

Royal Victoria Dock

1 Western Gateway

Royal Docks, London

E16 1XL

PLEASE NOTE THAT DELIVERIES MUST NOT BE MADE **BEFORE 12:00 ON TUESDAY 12TH OCTOBER – BUILD UP DAY**

**YOU MUST BE ON YOUR STAND TO SIGN FOR YOUR DELIVERY.
THE ORGANISERS WILL NOT SIGN FOR ANY DELIVERIES.**

4.2. Large/heavy exhibits

If you plan to exhibit a large or heavy piece of equipment or vehicle, please contact **GES Logistics** at the earliest time. Heavy Lifts by crane or forklift will be scheduled in advance. **GES Logistics** will schedule move-in and move-out of any large and heavy exhibits.

4.3. Lifting and handling onsite

GES Logistics have been appointed as our handling company. They are the preferred contractor for freight forwarding and storage, please contact them on +44 (0)121 782 4446 or event.logistics@ges.com

4.4. Storage

It is not permissible to store packing materials (cases, pallets etc.) in the hall. **GES Logistics** will operate an empty case storage service: they will tag, remove, store, and return your empty packing materials on request. Please order this service in by contacting the team on +44 (0)121 782 4446 or event.logistics@ges.com

It is forbidden to store exhibits or materials between or behind stands due to the risk of fire.

4.5. Brexit

Any EU exhibitor that intends to transport their own goods with them to the UK should obey the same rules as if they were using a third-party transport company and they would need to arrange export entry from the original country (ideally prior to arrival at the EU exit port). If they arrive at the EU exit port without the export customs entry and other applicable documents (customs invoice, permits, export licences, health certificates), they will not be permitted to transport the goods to the UK.

4.6. Courier shipments

International exhibitors planning to send goods via courier from outside the EU, should not send directly to the venue but to a permanent address of a company with a registered EORI number (like GES Logistics). On the courier document the destination import duties and taxes MUST be prepaid to the sender's account. Should you require further information / assistance, please contact GES Logistics (email: event.logistics@ges.com).

To assist exhibitors, GES Logistics operate a courier receiving service. For a small amount per package they will receive, check, label and deliver your goods to your stand. Please ensure that you book this service with GES Logistics and send them the courier note in order that they may be able to track your goods down. Please note if no-one is on your stand, the courier will automatically be diverted to GES Logistics onsite

4.7. EORI number/HMRC regulations

GES has a wide variety of specialist exhibition forwarding agents throughout the world, they can offer solutions to your exhibitors in their own language, they also have a great knowledge of customs formalities throughout the world, how long goods take to get to the destination and how exhibitors can work within their budget. The sooner we can talk to overseas exhibitors, the sooner we can offer them solutions. GES also has a guarantee in place with HMRC, this allows us to import exhibition goods without having to pay the duty and VAT, providing we export the goods after the exhibition.

Exhibitors from outside the UK can apply for a UK EORI number via the HMRC website (www.gov.uk), the process normally takes around 2 weeks and they will be eligible to reclaim the VAT on any permanently imported goods directly with UK customs authorities (HMRC), not via Easyfairs or GES Logistics. Alternatively, GES Logistics can arrange importation into the UK under their EORI number, but VAT reclaim would not be possible.

For any goods that are for temporary import into the UK, exhibitors using their own EORI number would need to pay duties and VAT on deposit to HMRC and then reclaim would be on re-export directly with HMRC. Alternatively, GES have a guarantee account with HMRC and they can suspend payment of duties and VAT under re-exportation of the goods (GES Logistics would need to arrange services, in order to use this account).

5. Legal Requirements and Guidelines

5.1. Electrical Regulations

For safety and liability reasons, only the official electrical contractors, may carry out wiring and installation work at CCR Expo. GES are the official Contractor for the exhibition; they are responsible and will carry out all work on the stands. Pre-fabrication is permitted but connection to the mains and all on-site wiring must be carried out by GES electricians.

The electrical facilities in the hall are subject to the regulations of the Local Authority and the venue. If the exhibitors' power supply system is found to be faulty, or if it does not confirm to the relevant regulations in every aspect, the Organisers shall be entitled to refuse the connection of the system and/or the supply of power without recourse until the fault has been remedied.

We ask that you closely observe the deadline date for ordering electrical connections, to ensure that all orders can be processed, and services supplied in good time.

- Power connections are made as soon as possible to each stand. If you intend to dress your stand on the Wednesday morning, please note that electricity may not be available immediately.
- Power to all stands will be switched off each night 30 minutes after the show closes, unless a 24hr supply has been ordered in advance

Please contact natalie.campbell@easyfairs.com directly if you require a specific quote for a machinery main or a specific electrical supply.

5.2. Fire Regulations

All display materials must be flame retardant and conform to the UK legislation and [eGuide](#). Failure in this will entail the removal of the offending fittings. All materials used in the building, decorations and coverings of stands must be approved, non-flammable materials. No explosives, flammable fluids or combustible materials may be used on any stand or stored within the venue. Fire Laws must be strictly observed, and wiring must comply with local regulation. A fire marshal may examine all stands, aisles, fire exits, and/or any other items at any time.

5.3. Compressed air

Use of gases will only be permitted where essential, by exception, and where evidenced in a Risk Assessment as a special risk. A certificate of installation by a GAS SAFE registered fitter is required for LPG installations. **Only one cylinder can be kept on the stand at any one time.** Cylinders which have never contained gas (as opposed to cylinders which have been emptied) may be used for display purposes.

5.4. Patents & Copyrights

Exhibitors must comply with all relevant provisions of the Copyright Design and Patent Act of 1988. Applications should be lodged with the Patents Office, 25 Southampton Buildings, London, WC2A 1A. www.patent.gov.uk for more information.

5.5. Contractors

Any exhibitor choosing to use contractors, must ensure they conduct their business appropriately. Any contractor deemed by the venue or Show Management team to be working in an unsafe, irresponsible and/or in any other manner deemed inappropriate, will be asked to leave immediately. The contracting exhibitor will be responsible for sourcing an alternative supplier to complete any unfinished work and will be liable for any costs incurred for delay to build up times.

Please ensure that your Contractor receives a copy of this Exhibitor Manual. Details on how to access the halls for build-up will be sent out 2 weeks before the show. Please ensure you forward this information to your contractor.

5.6. Age Limit/Children

No one under the age of 16 is permitted in the hall during the build-up and breakdown period. Please consult our official website to find out about the age limit during open times.

5.7. Personal Protective Equipment (PPE)

Safety footwear and high visibility jackets must be worn during the construction phases of the build, as a minimum. Additional PPE identified in the exhibitor's/contractor's Risk Assessment must also be worn. Any person not wearing the appropriate items for the activities they are performing, will be asked to leave until they have acquired the necessary items.

5.8. Security

There will be constant security cover at the exhibition. The Organisers will take every reasonable precaution throughout the Exhibition; however, organisers' security is designed to secure the exhibition hall, not the contents of individual stands.

Exhibitors should remember that exhibition halls are *very* vulnerable places and should take appropriate precautions against theft, ensuring that their goods are safeguarded. Exhibitors should not leave their stands unattended during the build-up, breakdown, or open hours of the show, and they must ensure that Exhibitor Badges are worn at all times.

Any incidents of theft must be reported immediately to the Organisers' so that security can be informed, and incident reports can be written. Please note the following security advice regarding exhibiting at shows:

- *Build-up and breakdown:* These are the most vulnerable times for theft. Ensure that there are at least two representatives setting up or dismantling your stand so that the stand is never left unattended. It is important that all products and portable items should be removed from your stand on the first evening of breakdown.
- *Sufficient staffing:* Be sure to always have enough staff to man your stand. Never ask a neighbouring Exhibitor to watch your stand. They may become busy and leave your stand unattended.
- Avoid leaving your stand each evening before all visitors have cleared the exhibition hall, and ensure your stand is staffed prior to the show opening (remember the exhibition hall will be open from 8am for other Exhibitors and maintenance staff).
- *Lockable Cabinets:* There is no cabinet included in your package. We do, however, recommend you have somewhere to lock away briefcases, mobile phones, handbags, and laptops etc. during the day – even when you are on the stand. If you are busy, you may not notice if they are taken. **Please note - most hired cabinets have common locks and should not be regarded as completely secure units.**

NB: Please make sure adequate arrangements have been made to insure your goods, as Easyfairs are not liable for any loss, damage or accident that may occur to any Exhibitors property (hired or purchased) or personnel. Therefore, Exhibitors MUST arrange full insurance cover.

5.9. Dilapidations & floor covering

Exhibitors are liable for any damage they may cause to buildings, floors, walls, and columns or to any shell scheme equipment or any other Exhibitor's property. Exhibitors are also responsible for any damage caused by their agents or contractors. No Exhibitor may apply paint, lacquer, adhesives or coatings to the building or shell scheme, or drill holes into the floor.

The Organisers will inspect every site before erection and after demolition of the stands and any damage caused will be charged directly to the Exhibitor. This includes a charge for removing any carpet tape or heavy building waste left behind.

All stands require appropriate floor covering. The hall floor cannot be exposed. Floorcovering can be ordered from the shop accessed via your '[My Easyfairs](#)' account. If you are laying your own floorcovering, please ensure you use exhibition approved carpet tape which will not leave marks on

the hall floor when it is removed. Other forms of fixing to the hall floor, such as cable clips, nails and bolts are prohibited. Please be advised that all carpet tape must be removed at the end of the show to avoid any dilapidations charges.

5.10. Alcohol

Any sale or supply of alcohol at the show must be agreed and licensed by the venue. Selling alcohol for consumption at the show is not permitted. Please note that there should be no consumption of alcohol during build up and breakdown.

5.11. Distribution of promotional material & demos

Exhibitors may only conduct business and distribute literature from within their stand, not in the gangways or any other part inside or outside of the Hall. Exhibitors must not take delegates away from the event to another business' premises, nor host competing events onsite. All activities and demonstrations (e.g., the operation of machines, video and film shows etc.) **must be reported in the exhibitor's Risk Assessment** and have the approval of the Operations team. The Operations team is entitled to restrict or prohibit such demonstrations, even if consent has previously been given, if they interfere with the Exhibition.

5.12. Noise levels & music systems

Music and commentary for demonstrations, videos, presentations etc., using music systems such as a Public Address (PA) or AV Equipment etc., also requires authorization. Exhibitors must ensure the sound is kept to an acceptable level (below 80 decibels from the edge of the stand) and does not disturb adjacent exhibitors. In case of dispute, the Show Management's decision will be final.

5.13. Traffic management

All exhibitors who are bringing stand materials to ExCeL and want to unload or load a vehicle on site will need to follow the below procedures.

- During the build-up and breakdown period of events, parking is free for vehicles which are transit sized and above.
- When building up for an event at ExCeL, exhibitor vehicles should enter the site from the east and park in the traffic marshalling yard. The postcode for your sat nav is **E16 1DR**. Please then report to the ExCeL traffic office located on Sandstone Lane.
- To access the north or south lorry way into the ExCeL halls, you will need to obtain a Lorry Access Document (LAD) from the traffic office. This document will ask you for information on the event/stand name, vehicle drivers name and onsite contact number and vehicle registration. It will also let you know the maximum amount of time that you will have to unload/load. The LAD must be always displayed within your vehicle. ***Please ask your contractor to have the details of the stand name and number that they will be working on***
- Upon return to your vehicle, you will proceed to the traffic marshalling area where we will let you know which lane you should join to get on the lorry ways. When room becomes available on the appropriate lorry way, please follow the directions of the traffic marshals who will show you the way up the ramps and to the event hall doors. While the vehicle is stationary, please switch off your engine.
- Please note you can only book parking for vehicles under 1.9 meters in height.

- For loading and unloading there is a limit of:
 - ✓ **up to 15 mins: cars**
 - ✓ **up to 45 mins: transit sized vehicles**
 - ✓ **up to 60 mins: vehicles up to 7.5 tonnes**
 - ✓ **up to 90 mins: articulated vehicles**
- Vehicles of car and transit nature should park against the side of the event hall. Vehicles larger than a transit van should be parked on the external lane where possible.

If you need to book a space for a vehicle higher than 1.9 meters, please contact our Traffic Office at traffic@excel.london Please note that disabled spaces cannot be reserved in advance.

5.14. Health & Safety and Risk Assessment

This is a legal requirement. Every exhibiting company must complete a Risk Assessment for their stand and complete the Health & Safety Declaration on page 31. Note, these forms are in addition to the risk assessment that accompanies space only stand plans.

6. Venue Emergency Procedures

There are seven emergency procedures at ExCel, of which all Exhibitors should be aware of. Please ensure that all staff are briefed on these procedures.

EMERGENCY NUMBERS

To call from an external line, add the prefix 020 7069 followed by the extension numbers listed below:

- **In any emergency i.e., Medical, fire, security, unattended packages 4444**
- **Security enquiries 4445**
- **Medical enquiries 5556**

Telephones are located at all entrances & exits from the halls

1. FIRE

On discovering a fire. Break the glass on the nearest manual call point (coloured red), which are located adjacent to all exits, or contact the Security Suite by dialling 4444 on an internal telephone or 020 7069 4444 immediately. Only if you have been trained and it is a very minor fire and is safe to do so, tackle the fire with the nearest suitable fire extinguisher. Always ensure that there is a safe exit route before attempting to extinguish any fire. In the event of a fire report, you will hear the following instructions broadcast over the public address system:

“ATTENTION PLEASE, ATTENTION PLEASE. MR GOODFELLOW REPORT TO THE SECURITY SUITE.”

Take no immediate action, stand-by and wait for further instructions and prepare to evacuate. Remember, do not put yourself at risk.

2. Evacuation

If an evacuation is necessary, you will hear the following announcement broadcast over the public address system:

“ATTENTION PLEASE, ATTENTION PLEASE. HERE IS AN IMPORTANT ANNOUNCEMENT. IT IS NECESSARY TO ASK EVERYONE TO LEAVE THE BUILDING. PLEASE MAKE YOUR WAY CALMLY TO THE NEAREST EXIT. DO NOT RETURN TO YOUR VEHICLES. EVERYONE WILL BE RE-ADMITTED AS SOON AS POSSIBLE.”

Use the nearest available emergency exit route to the appropriate assembly point. In the unlikely event that an evacuation is necessary please remember to take your visitors with you. In case of an emergency leave by the nearest exit and please make your way to your closest assembly point.

North Event Halls: Royal Victoria Square

South Event Halls: East Car Park

Cancellation

The fire procedure is cancelled by the following instructions broadcast over the public address system.

“ATTENTION PLEASE, ATTENTION PLEASE. MR GOODFELLOW IS NO LONGER REQUIRED.”

3. Unattended items

Do not touch or move any suspicious item. Remain vigilant at all times, Vigilant behaviour by staff and members of the public can disrupt potential attack planning. Be aware of suspicious people, incidents and packages. Please refrain from using two-way radios or mobile phones near any suspect packages as they are not intrinsically safe and could set off any potential explosive device. Report them to the Security Suite, by dialling 4444 on an internal telephone or 020 7069 4444 immediately. Follow the instructions that you are given. Remember, always be alert and never look after items belonging to other people.

4. Bomb threat

In the event of a bomb threat, you will hear the following announcement: **“ATTENTION PLEASE, ATTENTION PLEASE. STAFF CALL 100.”**

Do not leave the building. Inform your colleagues, and then assist in searching for suspicious objects in your work area. If nothing is found, tell your Fire Warden, who should report “Area Clear” to the Security Suite immediately after the search on internal 4444 or in person if necessary. If you find a suspicious object, DO NOT touch, or move it. Calmly clear the area of people and report to the Security Suite immediately on internal 4444 or in person if necessary.

The Emergency is cancelled by the announcement: **“ATTENTION PLEASE, ATTENTION PLEASE. STAFF CALL 100 IS CANCELLED.”**

5. Telephoned bomb threat

Remain calm and listen carefully. Write down all that is said. Try to discover: - Where is the bomb located? - When is it going to explode? - What does it look like? - What type of bomb is it? - What will cause it to explode? - Did the caller plant the bomb? - Why? - Any other useful information? Write down the exact time of call. Please note down any background noises that can be heard or any accent the caller may have. This could all be valuable information when passing details over to the emergency services. Inform the Security Suite, by dialling 4444 on an internal telephone immediately

6. CHEMICAL, BIOLOGICAL, RADIOACTIVE OR NUCLEAR THREAT (CBRN) - CHEMICAL SPILLAGE

In the event of a possible CBRN/chemical spillage, if you are on the exhibition floor you will hear the following announcement.

ATTENTION PLEASE. ATTENTION PLEASE. MRS CAROL is in ----- (location of chemical device/carrier/spillage).

If you are not directly involved in the incident, you should DO NOTHING until you receive further instructions.

7. Medical emergencies

The Medical First Aid room is located on level 0 between N4 and S4 boulevard shutters down the stairs. For medical enquires dial 5556 from any internal telephone. In the event of a medical emergency dial 4444 from any internal telephone. If possible, give the following information: - The

location- The problem- Is the patient conscious? - Is the patient breathing? - Their approximate age- Do they have chest pains? - Are they bleeding?

7. Health and Safety

Easyfairs Ltd take their responsibility, as laid out in accordance with the Health & Safety at Work Act 1974, very seriously and it is vital that Exhibitors and contractors do the same. The Health & Safety at Work Act embraces the Exhibition and Conference venues as places of work. As an exhibitor, it is essential that you are aware of your obligations of the Act.

These responsibilities are to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and any plant, article, substance, or system of work, which may be used, are safe and without risk to health.

This includes that all employees and contractors employed by you are provided with information, instruction, training and supervision to ensure the health & safety of themselves and others working, or present, in the vicinity by what they do or fail to do. Main areas which you must give due thought and consideration to before and during your time on site are

- Understanding the fire and emergency procedures and location of first aid centres. All staff must be notified of these procedures
- There is an important need to keep gangways clear during build-up/breakdown and throughout the show open days. These will be identified to you during build-up and breakdown of the show
- Working at height must be done in a safe manner using suitable equipment in the approved way i.e., steps, scaffold towers, hard hats etc.
- All powered access equipment, i.e., forklift trucks, cranes etc. must be operated by GES Logistics - no one else will be permitted to drive or operate machinery of any description in the loading bays or exhibition hall
- Only acceptable substances are allowed on-site and full compliance with the COSHH (Control of Substances Hazardous to Health) regulation is required, e.g., fluorescent type lighting tubes require specialised disposal as hazardous waste
- Personal Protective Equipment (PPE) is to be used if other protective measures are unrealistic and that employees are trained in its use and limitations
- Ensure portable power equipment is only used for the purpose for which it is designed, with safety guards and devices fitted and used. Power leads must be kept to a minimum and not cross gangways. Power requirements must not overload the systems. Such equipment must never be left unattended with power supplied to it
- Please do not create a floor hazard at any time
- All staff must be trained to ensure that safe working practices and good housekeeping is maintained in all work areas, minimising hazards
- At all times Exhibitors must obtain their contractors Health & Safety Policy, details of specific safety procedures, competence and training of staff and the named individual safety officer responsible for the company.

Please ensure all contractors employed are aware of these health & safety responsibilities. Please complete the Health & Safety form and the Risk Assessment in Section Three; these can also be found online.

8. Construction Design Management Regulations (CDM)

Since the HSAWA Act in 1974, event organisers have calculated the risks associated with the construction and deconstruction of events, and enforced controls to ensure that all employees, contractors and visitors were provided with a healthy and safe working environment while onsite.

In April 2015, The Construction Design Management legislation came into force in the UK to further regulate the industry and ensure that safety was the highest priority.

It is now the responsibility of organisers, as principal contractors, to do all that is reasonably practicable to prevent personal injury and damage to property, and to protect everyone from foreseeable work hazards at all locations.

Co-operation and participation of all employees, trainees and sub-contractors is essential to obtain high standards of safety practices. Therefore, no exhibitor or contractor will gain entry to the halls during construction or deconstruction, without a signed copy of the Site Induction Form, which will be sent two weeks prior to the show. This form does not need to be returned to us in advance but printed, signed and brought with you on-site.

8.1. Treatments and Demonstration Guidelines

This section is intended as a guide to ensure the treatments and demonstrations best practice. All treatments and demonstrations must be performed only by medical practitioners and by using approved equipment and methods, in accordance with current industry accepted standards and practices relating to the treatment. Please also note that we have to adhere to the London Local Authorities act 1991 and as such this means that something that may not be classed a licensable in your own area is licensable in the borough of Newham and we must meet their conditions. please check <https://www.newham.gov.uk/Pages/Services/Massage-and-special-treatment-licence.aspx> for further information.

In addition to this the show is subject to visits from both the local authority and other licensing agencies and anyone deemed not to be demonstrating to the highest standard can and will be shut down.

If you intend to demonstrate at the show you will need to submit the following **by 6th September** and fill in this form: <https://waysmeans.typeform.com/to/fWK1CMSI>

- **Risk Assessment**
- **Method Statement**
- **Certificate of Practitioner competence**
- **Insurance**
- **Manufacturers Guidelines**
- **Patient Consent form**
- **Pre and post care advice**

These must be submitted prior to permission to demonstrate is granted. All certificates, documents and insurances must be submitted in English -this is the responsibility of the exhibitor.

8.2. Anaesthetics

It is an offence to use injected anaesthetics unless you are registered as a medical practitioner. A suitable surface local anaesthetic may be applied to the area using a clean, disposable applicator (i.e., sterile gauze) for each application. Ethyl chloride cannot be used; alternative substances must be provided.

If you are using injected anaesthetics, you must provide relevant evidence of your registration as a medical practitioner to the organiser and/or supervising medical practitioners prior to the commencement of the event.

8.3. Botox, Cholesterol and Blood Tests

These are classed as medical treatments. Botox should only be administered by a registered doctor or by a nurse under the supervision of a registered doctor. Doctors should be GMC registered.

8.4. Clinical Waste

Clinical waste is defined in the Controlled Waste Regulation 1992 and it represents any waste which consists wholly or part of: human or animal tissue, blood or bodily fluids, excretions, drugs or other pharmaceutical products, swabs or dressing, syringes, needles, or sharp instruments which unless rendered safe may prove hazardous to any person coming into contact with it.

Clinical waste must be placed in yellow refuse bags, which should be sealed when no more than one third full; it must not be disposed of in general rubbish containers. It should only be removed from site by a waste carrier who is registered for carrying and disposing of clinical waste.

The official Waste Management Company appointed for the show is Initial Medical Services. The cost of handling your clinical waste is included in your stand cost. Each company indicating that they will be carrying out demonstrations on their stand will be given a 5 litre sharps bin and two yellow refuse bags.

For those companies taking part in the Live Demonstrations, adequate clinical waste facilities will be provided.

8.5. Equipment

All surfaces onto which treatment instruments and equipment are placed prior to treatment must have a smooth, impervious surface. These surfaces must be wiped down with a suitable disinfectant at least once a day, as well as following any spillage onto the surface.

Any tables or couches used by models must be covered with a disposable paper sheet which must be changed after each demonstration.

All equipment requiring regular/on-going maintenance should be maintained as per the manufacturer's recommendations. The local authority/event organisers may require proof that correct and up-to-date maintenance has been carried out in certain instances.

8.6. Hygiene

You must ensure that your stand has adequate facilities and equipment for sterilising/disinfecting instruments and equipment used for treatments and demonstrations.

Disposable rubber gloves must be worn for all invasive treatments and in any other instance where it is an industry standard to do so. These must be discarded after each demonstration and new ones used for each model.

Any protective clothing, paper or other covering used in the treatment must be clean and in good repair and not have been used in connection with the treatment of any other model.

Sterile, single-use instruments should be used wherever possible and disposed of correctly. Any other instrument used in connection with the treatment should be disinfected or sterilised immediately after the treatment has been completed.

You must ensure that adequate facilities and equipment for sterilising instruments are ordered for your stand if you plan to carry out demonstrations.

The following facilities must be ordered for stands where treatments are being carried out:

- A dedicated wash hand basin, with a constant and adequate supply of hot and cold running water, means for effective drainage and sufficient electrical sockets if required.
- Anti-bacterial hand wipes are not regarded as an acceptable alternative to the provision of hand washing facilities

Sufficient space must be made available on the stand surrounding the treatment area in order to ensure the safety of those administering and receiving treatments and also visitors to the event. Adequate provision for storage must be accounted for on the stand for all equipment and items involved with the treatment. The store must be suitably clean and in such a place so as to avoid any risk of contamination.

8.7. Laser Treatments intense light source systems & LED

Full details of the demonstration of treatment must be submitted to the organiser no later than **60 days prior to the event**.

You must provide Local Rules, a Risk Assessment for the demonstration or treatment detailing all the relevant hazards and appropriate control measures, including, but not restricted to:

- **The class of the laser** – This must be referred to within the Risk Assessment and users must be aware that lasers can cause serious eye and skin injuries from direct exposure to the laser beam. Diffuse reflections from the beam can also be as hazardous.
- **Nominal ocular hazard distance** – i.e., the distance along the laser beam to the point at which the beam does not exceed the laser's MPE (maximum permissible exposure). In this context this would be the safe distance at which members of the public could stand away from the laser and not be detrimentally affected. As a rule if the nominal ocular hazard distance cannot be achieved between an operating laser and the audience then it should not be used.
- **The competence of the person carrying out the treatment** – Any person carrying out demonstrations or treatments with equipment that includes laser must have received adequate and appropriate training in the use of that equipment and must be a medical practitioner.

- **The environment in which the demonstration or treatment is carried out** – If the nominal ocular hazard distance cannot be achieved on an exhibition stand then the demonstration or treatment must be carried out in an enclosed room or not at all.
- The Risk Assessment should refer to users ensuring there are no reflective surfaces in the area they are carrying out the demonstration or treatment.

Please note due to Health & Safety regulations, no laser treatments shall be performed on stands. Failure to comply can lead to Organisers shutting down the power on your stand.

8.8. Micro-dermabrasion

The therapists conducting the treatment must be fully trained on the equipment used, according to manufacturer's requirements.

The model's medical history should be sought for contra-indications for micro-dermabrasion treatment applications, i.e., any contagious disease; any blood transmitted disease (HIV, hepatitis, herpes); use of Retin-A, Tetracycline, Accutane, or any drug causing sensitivity to sun exposure; haemophilia; skin irritation or rash (wait at least 48 hours after waxing).

Therapists should wear latex gloves and protective face mask throughout treatment. An operator-controlled hand piece must be properly and completely sterilised – according to manufacturer's guidelines - before beginning treatment on a new client. Once crystals become used (i.e., have passed over a client's skin) they should be disposed of in the manufacturer's recommended way.

8.9. Mobile Sinks

If you are planning on carrying out live treatments on your stand you must ensure that you order a dedicated wash hand basin, with a constant and adequate supply of hot and cold running water, means for effective drainage and sufficient electrical sockets if required. Our suggested supplier is The Mobile Sink Company. Anti-bacterial hand wipes are not regarded as an acceptable alternative to the provision of hand washing facilities.

Tel: +44 (0) 121 747 1179

Email: info@mobilesink.com

8.10. Models

- Models must not be treated if under the influence of alcohol, drugs or other substances
- Stipulated age restrictions for treatments must be adhered to (no models under 18)
- Models must be given written and verbal advice regarding after-care where appropriate
- Appropriate skin tests must be carried out prior to treatment to check for possible allergies
- Consent forms must be completed for each aspect of the treatment's models will receive
- The consent form must include the model's permission that any photography of the demonstration can be used for marketing purposes
- Full medical records must be obtained and kept for each model, please see the Treatment Records section of these Guidelines

8.11. Personal Hygiene

Any person carrying out treatments must ensure that:

- Any open boil, sore, cut, or open wound is kept effectively covered by an impermeable dressing
- Hands are kept clean and are washed immediately prior to carrying out any treatment. For non-invasive treatments, only.
- You must refrain from consuming food and drink during the treatment.

8.12. Sharps

Any needle or instrument which penetrates the skin, or any instrument or item of equipment used to handle such a needle or instrument, must be in a sterile condition and be kept sterile until it is used. Needles must be pre-packed, pre-sterilised and only used once before proper disposal in a puncture and leak proof yellow box which is clearly marked 'sharps'. The box and its contents must be disposed of in a manner approved for clinical waste. Equipment and needles required for the demonstrations must be pre-sterilised and prepacked.

8.13. Treatment Records

You must ensure that adequate records are kept of:

- The model receiving treatment
- The treatment given
- The person giving treatment

The model's relevant medical history, including heart disease, fainting seizures (eg; epilepsy), haemorrhaging, diabetes, HIV infection, hepatitis B infection, cellulitis, eczema, impetigo, genital warts (if relevant) and any allergic responses (to anaesthetics, adhesive plaster, jewellery metals such as nickel, etc.)

If you will be doing any demos you will need to complete the following form by 6th September <https://waysmeans.typeform.com/to/fWK1CMSI>

Please note that visitors CANNOT be models for your treatments.

If you have any questions regarding treatments and demonstrations on your stand, please contact:

Ways & Means Events – Email: plans@waysandmeanevents.com

9. Marketing information

The marketing & PR team would like to welcome you on board as an exhibitor. You now have the opportunity to fully maximize the success of your exhibiting investment. Thanks to your EasyGo package, you can increase your visibility and lead generation before, during and after the event. Please contact our marketing team if you would like more information.

 GOVISIBILITY Promote your company profile.	 GOLEADS Maximise lead generation and deepen customer relationships.	 GOPLUS Maximise lead generation and enhance online visibility. <div style="position: absolute; top: -20px; right: -20px; background-color: white; border-radius: 50%; padding: 2px 5px; font-size: 8px; font-weight: bold;">BEST VALUE</div>	 GOPREMIUM Maximise lead generation and brand exposure, onsite and online. <div style="position: absolute; top: -20px; right: -20px; background-color: white; border-radius: 50%; padding: 2px 5px; font-size: 8px; font-weight: bold;">LIMITED NUMBER</div>
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9.1. Your My Easyfairs account

As an exhibitor, you will have access to your own My Easyfairs account, in which you will have the possibility to share your news and innovative products. This is the one place for you to manage your whole participation at the event.

9.2. Exhibitor checklist

You can find all useful information and deadlines for the preparation of your participation at the show. You can download it on your My Easyfairs, under the section “Invite your clients & prospects” by clicking on “Marketing material”.

9.3. Unique invitation link

Personally invite your contacts to meet you on your stand. Thanks to this unique invitation link, you can track in real time the people who have registered via your unique link and contact them to meet them on your stand during the show. This will allow you to already pre-qualify contacts before the doors even open! To access your unique invitation link, you can login via your My Easyfairs account, under the section “Invitation”, and click on “Invite clients & prospects”.

9.4. Printed invitations

We are sending you 30 pre-show programmes and 30 invitations, which are a great way to let your clients and prospects know that you are going to be at the show. You can either send them via post to your key contacts or give them to your sales team to take to meetings.

9.5. Personalised banner

This is quick, easy way of raising your profile at the show in all your communications. Download your personalised banner on your My Easyfairs under the section “Invite your clients & prospects” and click on “Marketing Material”. You can add it to your email signature, social medias and website alongside your unique registration link.

9.6. Invitation email

We have sent you an email template that you can personalize with your company name and stand number. Let your key prospects know that you will exhibiting at the show by sending this out to your database! Using your personalised registration link within this email will also allow you to track on your [MyEasyfairs](#) who is registering and get in touch with them to arrange meetings.

9.7. Press coverage

We are running a large campaign in partnership with the press to give you additional visibility. Send us your press releases, product launches and special offers, and you will be highlighted in the media and in our newsletters.

9.8. Marketing form

You must complete the Marketing & PR form before the 10th of August, and we will add your name, logo and company description in the show guide.

9.9. Smart badge technology

Share information about your products and services effortlessly via a wireless reader on your stand. It is linked to your online profile. Do not forget to push visitors to scan your reader so you can receive a list of contacts that have tapped their badge during the show.

10. CDM Form

1. **Site Rules & Induction**

Please ensure that all staff members bring a signed copy of this document onsite

Site Rules & Induction are a requirement under CDM. Please read the following carefully and sign at the bottom.

CDM places duties on the Principal Client, Principal Contractor & Principal Designer, as well as all contractors on site to apply the following safety principles.

- eliminate or control risks so far as is reasonably practicable
- ensure work is effectively planned
- appointing the right people and organisations at the right time
- making sure that everyone has the right information, instruction, training, and supervision to carry out their work safely and without risks to health
- have systems in place to help parties cooperate and communicate with each other and coordinate their work
- consult workers with a view to securing effective health safety and welfare measures
- any actions required should always be sensible and proportionate to the risk

Why have site rules & induction?

- This is a stated requirement under CDM
- The law requires all of us to work safely
- We are each responsible for our own actions
- Any one of us could be prosecuted, fined, even imprisoned for not working safely
- Everyone has the right to expect to go work in a safe environment and go home from work without injury
- None of us wants to be injured or to be responsible for anyone else's injury or death
- So even without the law, it still makes good sense to work safely
- If in doubt, stop and ask your line manager
- If you see someone acting unsafely, it is your duty to stop that activity and report it to your line manager

Site Phases

- The event period (tenancy) is from **Tuesday 12th October – Friday 15th October 2021** and is split into 3 clear phases
- Be aware of what phase the site is in when you are working on site
- Access to the event hall is only available with a contractor pass and must always be clearly visible
- **Red – Tuesday 12th October (10:00 – 17:00) & Wednesday 13th October (08:00 – 14:00)**
- **Amber – Wednesday 13th October (14:00-20:00)**
- **Green – Thursday 14th October & Friday 15th October (16:30)**
- **Amber – Friday 15th October (16:30 – 18:30)**
- **Red – Friday 15th October (18:30 – 22:00)**

So, first be aware of the types of accidents most likely to happen on the Exhibition site:

- Vehicle and mobile plant accidents
- Falls from height and being struck by falling objects
- Accidents with hand and power tools

Secondly - be aware of your own employer's inductions & risk assessments:

- Your employer should provide you with a task specific induction / toolbox talk on arrival at work
- You need to know what your employer's risk assessments say – and apply them to the work you do

And be aware of the Exhibition site safety rules too:

- As well as your employer's assessments, you need to know and comply with the following exhibition site safety rules
- **Remember where you are; stick to the Contractors' & Employers' Code of Conduct.**
- You should always be mindful of your behaviour
- Smoking is not permitted – Including E-Cigarettes
- You must always wear hi-vis vests and appropriate footwear as per your employers' risk assessment during the Red Phases of the event
- You must ensure the utmost care & consideration is taken when working on
- Alcohol on site is not permitted

Fire Precautions

- All gangways must be maintained as adequate escape routes (2m) and kept free from obstruction
- All fires (no matter how small) must be reported to the Organisers office immediately
- All precautions to prevent fires must be taken and advice on fire preventions issues can be obtained from the venue fire officer
- Please read and understand the venue's Fire, Bomb and Emergency Procedures that can be found in the Exhibitor Manual. This must all be distributed to all stand personnel.
- Smoking is not permitted – Including E-Cigarettes
 - All stand personnel must ensure they are aware of the location of the nearest fire alarm, escape route and fire extinguishers

First aid arrangements

- Where is your own first aid kit?
- All accidents/incidents must be reported to the Organisers Office

- First aid facilities are available during tenancy hours – Please contact a member of the Security Team located at all VE access doors.

General safety requirements:

- Keep the place you are working tidy – avoid slips, trip and falls
- See something unsafe? – Deal with it yourself if you can - If you cannot, report it to the Organisers Office or Floor Manager without delay.
- Report accidents – even minor ones – it could prevent a more serious one

General site requirements

- Use the toilets and hand-wash facilities provided throughout the venue.
- The use of alcohol or drugs is **strictly prohibited** during working hours onsite. Random testing of drivers will be carried out. The Road Traffic Act **does** apply on site and it is just as much an offence to drive under the influence on site as it is on the public highway. Offenders will be reported to the police.
- Do a brief visual check of any equipment you are using before you start and report any concerns immediately.
- The contractor is responsible for removing their own waste and disposing of it in accordance with the Environmental Protection Act 1990 and the Waste (England and Wales) (Amendment) Regulations 2012.
- Liquid waste must not be poured down into either rainwater or foul water sewers or drains.

Site rules for use of vehicles and operation of mobile plant:

- Valid full driving license for the type of vehicle concerned
- Evidence of training for the type of vehicle or plant concerned as well as employer’s authorisation to drive it.
- 5 mph speed limit on the site.
- Use seat belts, if fitted.
- No passengers carried unless a proper seat is fitted for each one of them;
- Authorisation to drive may be removed by Organiser for repeated breaking of these rules.
- Plant and Site vehicles (including forklifts, pickers, and site vehicles) may only be driven by people who have supplied a relevant, in date license to the Operations team.
- Please ensure that any reversing vehicles have a banksman,
- Safety reversing alarms are required on all vehicles that can be operated in reverse.
- Passengers **MUST NOT** be carried on forklifts or dumpers, or where there is no provision for a passenger.

Site rules for work at height:

- Avoid working at height - if that is possible.
- Suitable towers, ladders, and stepladders - long enough for the job and in good condition – used safely
- Working above 2m will only be permitted if there is a Safe System of Work (SSOW) in place and agreed with the principal contractor

Site rules for Compressed Gases

- All compressed gas cylinders, prior to being bought into the venue, must be identified, and recorded by a venue Fire officer
- All cylinders must be stored in the venue designated storage areas
- All cylinder valves must be fully closed when not in use
- Under no circumstances are cylinders to be stored within the show venue when open to the public
- Safe Working Practice for the Use and Handling of LPG must be complied with

Site rules for use of power tools:

- Training and your employer’s authorisation required for the use any type of power tool.
- Use of eye, hearing or other PPE as required for the tool – see your employers risk assessment for it.
- All hot work activities that may generate enough heat to cause ignition are prohibited. This may include gas or electric arc welding; use of LPG torches or blowlamps; hot air paint strippers; lead welding; angle grinding; If in doubt, ask!

Site rules for basic personal protective equipment:

- Hi-vis (worn properly) & safety footwear to be used during the Red Phase.
- Other PPE - safety helmet, eye and hearing protection, gloves as required by your own risk assessments.

Disciplinary action in relation to safety

- Safety is in the same category as work performance and other disciplinary issues.
 - Breaking safety rules will result in a warning to the person concerned and to the company employing them.
 - Repeated breaking of safety rules may result in the Principal Contactor requiring the removal of a contractor from site.
- I agree that I have read and understood the site rules & induction

Name:

Company:

Date:

Signed:

Please ensure that all staff members bring a signed copy of this document onsite

11. Exhibitor Forms

Please click on the links below to complete the forms.

- [Health & Safety Declaration](#)
- [Risk Assessment](#)
- [Shell Request Form](#)

Please contact natalie.campbell@easyfairs.com if you have any questions.

