

Please ensure that you, your staff and contractors read and understand the following site safety rules, procedures and arrangements that are in place not only for your own safety but also for those of your colleagues.



SITE RULES

- Only authorised access to the Halls is allowed.
- No person under the age of 16 is allowed into the Halls during build-up or breakdown.
- Designated emergency gangways must be kept clear to allow the movement of cleaning vehicles, forklifts and emergency vehicles at all times.
- High visibility vests must be worn in all event areas during build-up and breakdown.
- Appropriate footwear must be worn whilst working in the venue – flip-flops, open-toed sandals, s etc. are NOT acceptable.
- Appropriate PPE must be worn at all times as required by your own risk assessment.
- All accidents, incidents and near misses must be reported to the Organisers Office.
- Smoking (including e-cigarettes) is only permitted in designated smoking areas outside the Halls.
- Any person suspected to be under the influence of drugs or alcohol will be ejected from the event site.
- Appropriate and safe methods of working at height is required at all times.
- Work Tidy - you must ensure aisles are kept clear and that all waste is removed from site and disposed of in an appropriate manner.
- Drivers of all vehicles must comply with venue traffic rules and follow the instruction of venue traffic marshals at all times.
- The speed limit within the Halls is 5mph.

Welfare Information

Toilets & wash facilities: Located at the perimeter of the Halls and in the Atrium.

Water: Drinkable water is available from all wash basin cold water taps in the toilets. Bottled water can be bought from any of the catering facilities.

Catering: Food outlets are available within the Atrium of the venue. Vending machines are also available 24/7.

Security: If you have any security concerns, please contact a member of the NEC security team on 0121 644 6666 and inform them of the nature and location of the problem. Do not leave any personal belongings or valuables unattended on your stand, the venue and organisers cannot be held responsible for any losses.

Organisers Office: The Organisers Office is next to the visitor entrance to Hall 11. If you need to contact a member or the organisers team on-site, please call 02477 351045.

Emergency Procedures

Fire Procedures

The NEC is protected by a sprinkler system and portable fire extinguishers. In the event of a fire emergency:

- Break the glass on the nearest fire alarm point. These are located at each vehicle entry door, in the Organisers' offices and around the main Piazza and Atrium
- Telephone the Site Operations Centre on 0121 767 3333 giving the location and nature of the incident.
- Calmly notify adjoining exhibitors of the situation and, if safe to do so, tackle the fire with an extinguisher.
- Leave by the nearest exit.

Medical Emergency

A first aider can be contacted via a member of the security team, the organiser's office or by calling the Venue Operations Centre on 0121 767 2222 giving the exact location of the casualty and details of any injuries sustained.

DO NOT PHONE FOR AN AMBULANCE - a venue first aider will do this if required.

All accidents, incidents or near misses must be reported to the Organiser / NEC Event Manager

Evacuation Procedures

If it becomes necessary to evacuate the building, the following message will be broadcast:

"Attention please, attention please, this is an emergency announcement. Circumstances make it necessary for everyone to leave the building. Please make your way calmly to the nearest exit".

If evacuation is necessary, everyone must leave the building for their own safety. Once outside please follow the instructions of Venue staff who will direct you to the nearest assembly area.

In an emergency please do not call 999

Ring the Site Operations Centre

- **Fire 3333 or 0121 767 3333**
- **Medical 2222 or 0121 767 2222**
- **Security Emergencies Only 6666 or 0121 644 6666**

Site Map

