

## SITE INDUCTION INFORMATION

**IMPORTANT** - ALL INFORMATION BELOW **MUST BE READ BY ANYONE ENTERING THE HALLS** DURING **BUILD UP OR BREAKDOWN**.

**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.



### VEHICLES AND UNLOADING

- **VEHICLE ACCESS** into halls must be approved by the Organiser at all times.
- **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

- Please use the following numbers to alert the emergency services:

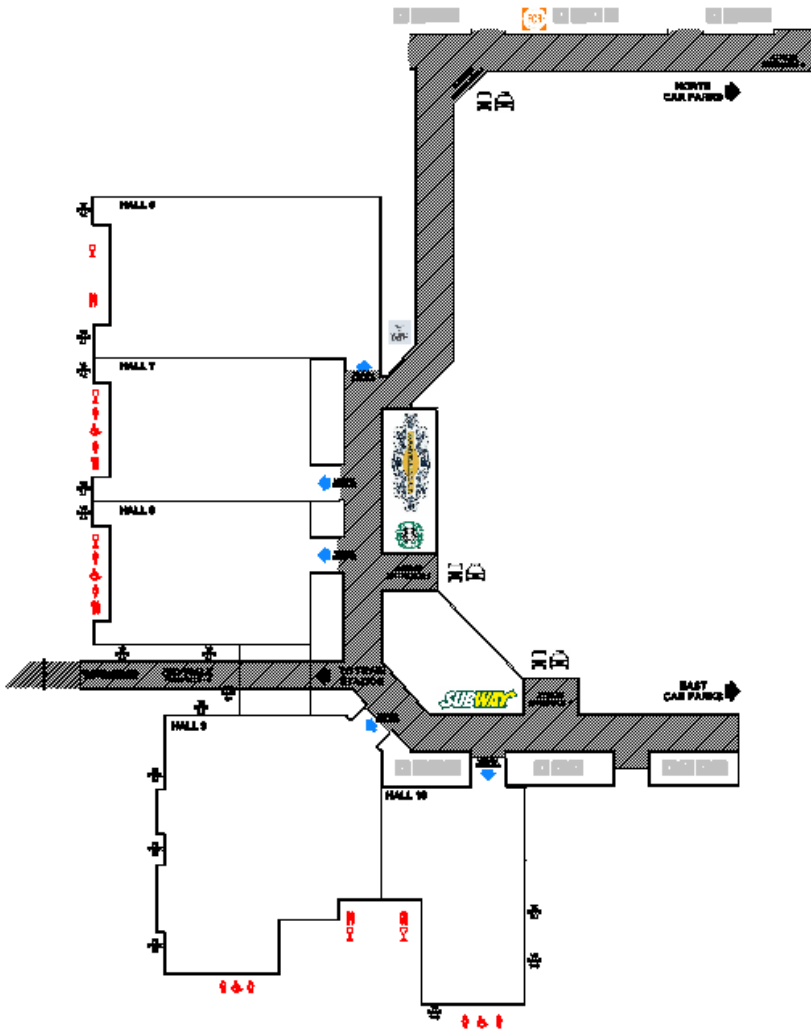
	Internal	or	External
Fire	3333	or	0121 767 3333
Medical	2222	or	0121 767 2222
Security Emergencies Only:	6666	or	0121 644 6666



Evacuation Procedure: Leave the building by the nearest exit and you will be directed to your nearest assembly point.

# TIMETABLE

BUILD UP	HALL OPEN	ACCESS FOR
Saturday 7 <sup>th</sup> September	0800hrs – 2000hrs	Space Only
Sunday 8 <sup>th</sup> September	0800hrs – 2000hrs	Space Only <b>1500hrs</b> – Shell Scheme
Monday 9 <sup>th</sup> September	0800hrs – 2200hrs	Space Only Shell scheme All stands to be completed
OPEN DAYS	HALL OPEN	SHOW OPEN HOURS
Tuesday 10 <sup>th</sup> September	0730hrs – 1900hrs	0900hrs – 1800hrs
Wednesday 11 <sup>th</sup> September	0800hrs – 1900hrs	0900hrs – 1800hrs
Thursday 12 <sup>th</sup> September	0800hrs – 2200hrs	0900hrs – 1600hrs
BREAKDOWN	HALL OPEN	SCHEDULE
Thursday 12 <sup>th</sup> September	0800hrs – 2200hrs	1605hrs – Breakdown commences. 2200hrs – Shell scheme exhibitors clear of halls. All products on stands must be removed
Friday 13 <sup>th</sup> September	0800hrs – 1600hrs	Space Only dismantling



Food outlets will be available on the Atrium.



There is a First Aid Room located by Atrium 2, by Hall 8



Toilets are located in each hall as well as on the Atrium.



Contractor Service desks are located in the Atrium.