

SITE INDUCTION INFORMATION

Important - all information below **must be read by anyone entering the halls** during **build up** or **breakdown**.

All stand contractors to register for contractor passes in advance of the show.

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.



No entry for children under 16



Keep emergency gangways clear



No Smoking or Vaping



Site speed limit



No alcohol allowed on site



Warning
Vehicle & forklifts in operation



High visibility jackets must be worn in the outside area



Warning
Slip & trip hazards



Hard hats and safety footwear must be worn in designated areas



Warning
Working at height, danger of falling



Machine guards must be used



Unsafe working practices will not be tolerated

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:

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.

Source

HOME & GIFT

1-4 SEPT 2024 | NEC BIRMINGHAM

TIMETABLE

BUILD UP	HALL OPEN	ACCESS FOR
Wednesday 28 th August	08:00 – 20:00	Space Only stands construction commences
Thursday 29 th August	08:00 – 20:00	Space Only stands construction continues
Friday 30 th August	08:00 – 20:00	Shell scheme stands commence interior display Space Only stand construction continues
Saturday 31 st August	08:00 – 22:00	Shell Scheme stands continue interior display Space Only stands continue construction All stands to be completed
BREAK DOWN	HALL OPEN	ACCESS FOR
Wednesday 4 th September	16:05 – 22:00	16:05 – Breakdown commences 22:00 – All Shell Scheme stands must be cleared
Thursday 5 th September	08:00 – 22:00	22:00 – All Space Only stands must be cleared <i>Any items left in the halls after this time will be deemed abandoned and disposed of as rubbish. Any costs for this disposal will be passed onto the exhibitor.</i>

WELFARE INFORMATION

- Food & Water is available from the outlets on the Atrium
- There is a First Aid Room located in the Atrium by Hall 8 Entrance
- Toilet & handwashing facilities are located in each hall and in the Atrium
- Hall Manager Offices are located at each hall entrance
- Contractor services are located in the Atrium