

Site Rules: The Photography & Video Show 2026

Construction (Design and Management) Regulations (CDM), states that during the “construction phase” of an exhibition, the hall is deemed a building site. This means that Site Rules apply and only people who have been inducted with them can enter the hall during this time. As an exhibitor it is your responsibility to ensure that everyone attending your stand during the construction phases is inducted with these site rules before entering the NEC.

The Construction Phases:

Build-Up:

Wednesday 11 March: 08:00 – 18:00 (and beyond if permission is given for late working)

Thursday 12 March: 08:00 – 18:00 (and beyond if permission is given for late work)

Friday 13 March: 08:00 – 12:00

Breakdown:

Tuesday 17 March: 18:00 – 22:00

Wednesday 18 March: 08:00 – 14:00

Introduction To The Site Rules

- Everyone must consider the safety of themselves and everyone else on-site at all times.
- Everyone must be inducted with these Site Rules prior to working on-site at The Photography & Video Show. No induction = no contractor pass = no hall access.
- The Site Rules apply throughout the Construction Phases of the build-up and breakdown – see the exhibition timetable for exact timings.

PPE

- Appropriate footwear is required at all times – no heels, open toes, sandals etc.
- Hi-vis must be worn in the Loading Bays and throughout the build-up and breakdown, with the exception of the designated dressing periods.
- Hardhats must be worn in areas of working at height.
- Each exhibitor must decide on appropriate PPE for their stand space and ensure everyone in that space wears it on top of the above high-vis requirement.
- Masks should be worn when entering and exiting the show and in theatres and it is recommended to wear them in busy areas.



Traffic - Exterior

- NEC Traffic Rules must be complied with at all times.
- There is a 15mph speed limit within the inner area.
- Mobile phones cannot be used when driving unless it is hands free
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- Do not park your vehicle on the hatched markings or red or yellow lines unless you have been given permission to do so by the NEC Traffic Team. Never park on red hatch markings.
- Avoid obstructing points of egress and access.
- No Overnight parking.
- Be aware of fork lift truck movement.
- Always wear a hi-vis vest when loading or unloading vehicles.



Traffic – In Hall

- Vehicles will only be permitted to drive into the Hall with approval from the Organisers.
- The areas immediately in front of the VE Doors must be kept clear at all times.
- The speed limit inside the Hall is 5mph.
- Pedestrians have right of way at all times.



Pedestrian Safety

- Use footpaths at all times when on the NEC site.
- Use pedestrian crossings.
- Follow the blue pedestrian routes around the rear of the halls.
- Stay away from areas in the hall where vehicles are being unloaded.

Forklifts

- Exhibitors and their contractors may not use their own forklifts
- Exhibitors and their contractors are not usually permitted to use hi-abs and other mechanical lifting equipment – and never without specific authorisation by the Organisers' Operations Team.

Emergency Aisles

- May not be blocked at ANY time – they are taped with hazard tape. No vehicles, construction materials or products.



Working at Height

- Appropriate management and safe methods of working at height are required at all times.
- Equipment must be suitable for the task – e.g. domestic steps and ladders are not suitable.
- Mobile tower scaffold must be constructed and used as identified by the manufacturer.
- Working platforms shall be protected by guardrails when at a height assessed to present a hazard.
- Guard rails, toe boards, barriers e.tc. must be of sufficient size and strength and placed and secured correctly.

- Working platforms and the supporting structure must be stable and capable of supporting the loads.
- Wheeled structures must have wheel locks or other measures to prevent slippage. They must be safely erected, used and dismantled.
- For more information, visit <https://www.hse.gov.uk/work-at-height/>

Hot Works

- All hot works require a permit from the NEC - no welding, cutting or grinding with open flame or producing heat and sparks.

COSHH

- Dust – any construction process generating dust and fibres must be controlled under COSHH and processes involving high levels are not allowed inside the building.
- Substances labelled as “very toxic”, “toxic”, “harmful”, “irritant” or “corrosive” - cannot be used unless permission has been given by the Organisers and a specific risk assessment has been carried out.
- Flammable liquids and substances – must be used and stored safely and segregated from waste and other risk areas.
- Chemicals and flammable liquids – must be removed from the exhibition venue after use.

Noise

- Reduce noise exposure to the legal limits.
- Provide and wear hearing protection if you cannot reduce to low levels.

Waste Management

- Dispose of waste properly.
- Remove all carpet, pallets, building waste, metal waste, contaminated rags.
- Dispose of hazardous waste appropriately – e.g. paints, solvents, chemicals, oils and lubricants.
- Take away fluorescent lights and light bulbs.
- Do not block aisles with your rubbish or equipment.



Fit To Work

- No alcohol or drugs – people under the influence will be removed.
- No smoking inside the hall – includes e-cigarettes.
- No under 16s.
- No extended working hours.
- No untrained staff – everyone working must have had suitable instruction and training.
- Stay off site if you are displaying any COVID symptoms.
- No unsafe equipment – everyone working must have suitable equipment to carry out the work they have been employed to do.



Duty of Care

- You have a responsibility to yourself AND OTHERS in the CDM site.
- Work safely.
- If you see anything of concern, report it to the Event Operations team, the NEC or your line manager.



First Aid

- Contact the NEC Site Operations Centre on:
 - 2222 – internal phone
 - +44 (0)121 767 222 – external phone
- Tell them:
 - Exact location
 - Nature of medical emergency
 - Is the patient male or female
 - Approximate age
 - Are they breathing, conscious or unconscious, nature of illness
- All accidents, incidents and near misses must be reported to the Organiser's Operations Team or the NEC Event Manager.
- You should also have your own first aider on-site with first aid kit.



Raising The Alarm

- On discovering a fire, raise the alarm by pressing the fire alarm break glass point.
- Look for the nearest fire points in your place of work and not when you need them.
- Or Use the Phone to inform the Site Operations Centre of the Fire Emergency Number and give the location and nature of the fire. :
 - 3333 – internal phones
 - +44 (0)121 767 3333 – external phones
- Note – in most cases the alarm will not sound initially – it will alert the Site Operations Centre who will dispatch the Fire Team to investigate.

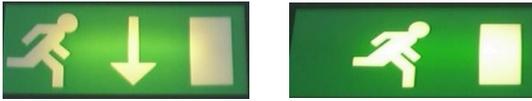


Evacuation

- In the event of an evacuation you will hear:

“Attention Please, Attention Please, This is An Important Announcement. Circumstances Make it Necessary for Everyone to Leave the Building. Please Make Your Way to the Nearest Exit. Please Note Your Nearest Exit May Not be the One You Came In.

- Once you have raised the alarm you need to leave the building by the nearest exit.



- Make sure others around you are aware and also behind to leave.
- If the evacuation message is activated, please leave the building by the nearest emergency exit.
- Identify your nearest exits immediately upon arrival at the event.
- Once out of the building make your way to the assembly point as directed by the NEC Staff.
- Do not re-enter the building until given clearance by the NEC Security Team.

Emergency Numbers

DO NOT CALL 999 – ambulances and fire crew will not know where to go on-site and nobody at the NEC gates will know where the incident is and can not direct them. Instead, phone the Site Operations Centre:

- Fire - 333 or +44 (0)121 767 3333
- Medical - 2222 or +44 (0)121 767 2222
- Security - 6666 or +44 (0)121 767 6666 (emergencies only)

Welfare

- Toilets – your closest ones are located in the hall next to VE Doors 5.5 and 5.8 and in the Piazza, adjacent to the Hall 1 entrance for ladies and adjacent to the Hall 5 entrance for gents.
- Water – drinkable water is available from all wash basin cold water taps in the toilets and bottled water can be bought from any of the catering outlets when open and from vending machines in the Piazza 24/7.
- Food – catering outlets are situated at the back of the hall and in the Piazza when open and vending machines are available in the Piazza 24/7.
- Seating – is available in the Piazza.

Organisers Office

- The Organisers Office is located just inside the Hall 5 entrance on the left.