

INDEPENDENT HOTEL SHOW

L O N D O N

15-16 Oct 2024
Olympia London

INDEPENDENT HOTEL SHOW SITE RULES

**SITE
SPEED
LIMIT**



1. **ACCESS** - Authorised access to the halls will only be allowed for personnel who have read and understood these Site Rules and are in possession of an Exhibitor Badge or Contractor e-badge.

2. **TRAFFIC RULES** - The maximum speed limit for vehicles within the exhibition hall is **5mph** and pedestrians have right of way at all times. However, all contractors and exhibitors must be vigilant and aware that forklifts will be operating during build-up and breakdown.

3. **EMERGENCY GANGWAYS** - Emergency gangways will be clearly identified and must be kept clear of all building material, waste and exhibits in order to allow forklift movement and emergency access/egress at all times.



4. **PERSONAL PROTECTIVE REQUIREMENTS (PPE)** - Contractors & exhibitors are required to wear suitable protective clothing relevant to their job. This includes protection for eyes, ears, hands and feet. Protective footwear should be worn at all times, no open toe footwear permitted. High visibility jackets **must** be worn in all locations where vehicles operate (loading bays/ lorry ways).



5. **HOT WORK RULES** - A hot working permit must be obtained from the venue, prior to commencement of hot work e.g. ox -acetylene, cutting/welding, arc welding, gas/ oil blowlamps, grinders, tar boilers, soldering or cutting of LEV metal pipes etc.

6. **WORKING AT HEIGHT RULES** - Appropriate management and safe methods of working at height are required at all times, checks on suitable equipment will be made onsite.



7. **LATE WORKING RULES** - Exhibitors and contractors should plan to ensure that working outside the published hours is not necessary. All staff must be made aware of and adhere to the current Working Time Regulations.

8. **ACCIDENTS AND 'NEAR MISSES'** - Any incident that occurs onsite must be reported to the Health & Safety Officer, Floor Manager, or the Organisers Office.



9. **SMOKING** - Smoking (including e-cigarettes) is not allowed in the halls at any time. Smoking is only permitted in designated smoking areas.

Contact Numbers:

Organisers Office: 0207 598 6540/1

First Aid Assistance: 0207 598 2411

Venue Emergency: 0207 598 2666