

## INDEPENDENT HOTEL SHOW SITE RULES



1. **ACCESS** - Authorised access to the halls will only be allowed for personnel who have read and understood these Site Rules and **registered for a valid Access Pass. A link will be sent to you 4 weeks prior to the event to register for your access QR code.**

2. **TRAFFIC RULES** - The maximum speed limit for vehicles within the exhibition hall is **5 km** 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. See site [location plan](#).

4. **PERSONAL PROTECTIVE REQUIREMENTS (PPE)** - Contractors & exhibitors are required to wear suitable protective clothing relevant to their job, [Click here](#) to order PPE via RAI Webshop. This includes protection for eyes, ears, feet and hands.



- **Protective footwear (safety shoes)** must be worn at all times. Sandals or open-toed shoes are prohibited during build-up and breakdown.
- **Hard Hats** are required to be worn when the red safety signal in the hall is lit.
- **High-visibility jackets** must be worn in all locations where vehicles operate (loading areas).

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. Do not use ladders when working at greater heights than 2.5m but use an approved scaffold with guardrails instead. Safety harness must be worn above 2.5m. Maximum working time on a ladder is 2 hours. Always follow the [RAI Amsterdam Working at Height Regulations](#).



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, DRUGS & ALCOHOL** - Smoking (including e-cigarettes) is not allowed in the halls at any time. Smoking is only permitted in designated smoking areas outside. Use of drugs and alcohol is prohibited.



10. **AGE RESTRICTION** - No access permitted for persons under the age of 16 throughout build-up and breakdown. There are no exceptions to this rule.

11. **EQUIPMENT & MATERIALS** - Only (CE) approved machinery and equipment may be used.

### SITE LOCATIONS PLAN LINK

**Contact Numbers:**

Organisers Office:	+44 207 886 3111
First Aid:	+31 20 549 1930
Venue Non-Emergency Incident:	+31 20 549 1930
Venue Emergency Incident:	+31 20 549 1234