

# SURFACE DESIGN SHOW

BUSINESS DESIGN CENTRE  
LONDON 4-6 FEB 2025  
[surfacedesignshow.com](http://surfacedesignshow.com)

## Surface Design Show Site Rules

As part of the CDM 2015 Health and Safety Regulations all staff (exhibitors or contractors) who wish to access the hall during build up or break down must read and understand the Site Rules for **SDS**.

- 1. ACCESS** - Authorised access to the halls will only be allowed for personnel who have read and understood these Site Rules.
- 2. TRAFFIC RULES** - The maximum speed limit for vehicles is **5mph** and pedestrians have right of way. All contractors and exhibitors must be vigilant and aware that forklifts will be operating during build-up and breakdown and care should be taken at all times.
- 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)** – All contractors & exhibitors are required to wear suitable protective clothing relevant to their job. This includes protection for eyes, ears, hands and feet. **Anyone wearing open toed shoes will not be able to access the halls.** Protective footwear should be worn at all times. High visibility jackets **must** be worn in all locations where vehicles are operating (i.e. 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.

SITE  
SPEED  
LIMIT



No smoking  
including  
e-cigarettes

### Contact Numbers

Organisers Office: +44 (0)207 288 6127/8  
First Aid Room: +44 (0)207 288 6205  
Venue Reception: +44 (0)207 288 6475  
Venue Emergency No: +44 (0)207 288 6666

*or any red emergency telephone  
will go through to Control*

### Locations

Organisers Office	First Aid
Toilets	Seating
Drinking Water	Cafe

*See below the Welfare Locations Site Plan*

## Welfare Locations Site Plan

**ASSEMBLY POINT**  
Rear of the Building: Pavement area outside of the Old Royal Free Hospital in Liverpool Road

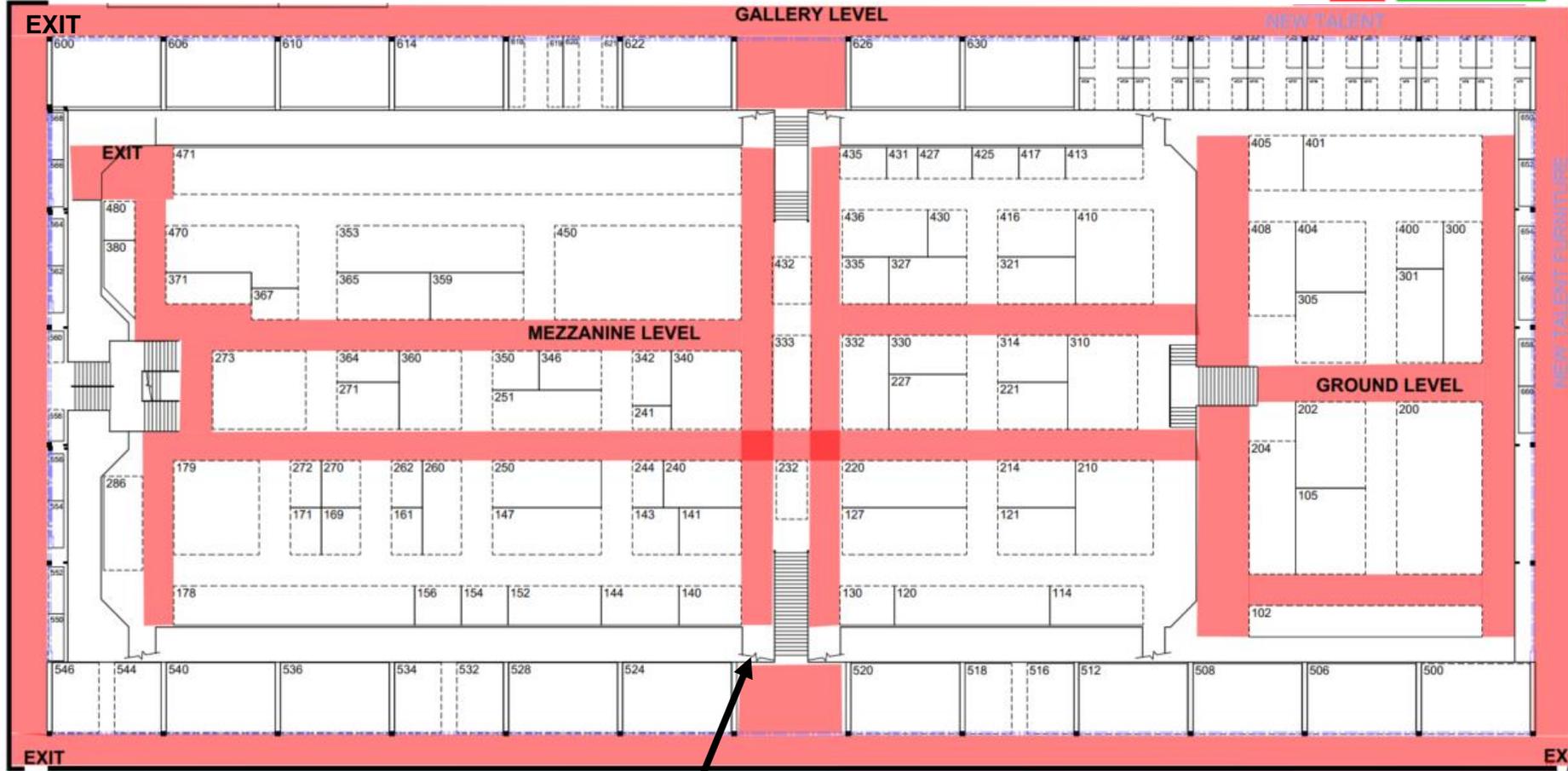
**LOADING BAY**  
(Liverpool Road end)



Emergency gangways must be kept clear at all times

LIFT

LIFT



**LOADING BAY**  
(Stairwell E end)

**ASSEMBLY POINT**  
Side of the Building  
In Berners Road  
or as advised by  
Security



EXIT

MAIN ENTRANCE  
AT GROUND LEVEL

CAFE /  
SEATING

**ORGANISER'S OFFICE**  
Access to drinking water  
& socket for kettle

