

Business Travel Show Europe, TravelTech Show & The Meetings Show - Site Rules

Everyone must consider the safety of themselves and others at all times.

Failure to comply with the site rules below will lead to eviction from the site

- Access to the site will only be granted upon acknowledgement of the Site Rules.
- On entry to the site, please make yourself aware of the location of your nearest fire alarm, escape route, fire extinguisher and emergency gangway.
- Vehicle movement – caution is required at all times.
 - Outside the halls pedestrians must give priority to moving vehicles and use designated pedestrian walkways where possible. Please observe the speed limits on display.
 - Inside the halls, vehicles must give priority to pedestrians. The speed limit inside the halls is walking pace.
- High visibility jackets must be worn whilst loading / off-loading in the loading bays, or when working at height.
- Pedestrians should use contractor entrances 1, 3 & 5 the lorry way shutters when entering and exiting the hall on foot.
- Suitable footwear must be worn on site – as a minimum these must be flat, closed-toe shoes.
- Work at height should only be carried out if absolutely necessary, and where there is no alternative. Appropriate and safe methods of working at height must be adopted. Any work above 2.5m high should be done via platforms rather than ladders. Harnesses should be used where work takes place above 4m. Working at height equipment should comply with the HSE's Working at Height Guidelines.
- Hot work will be subject to a Hot Work Permit – please see the Organiser.
- Late working will only be permitted by the Organiser. A full list of crew and tasks to be completed must be supplied to the Organiser. Additional crews may be needed if work is deemed excessive.
- Dangerous working or abusive behaviour will not be tolerated, and will result in an hour suspended from the workplace. Repeat offenders will be removed from site.
- Contractors and exhibitors must remove their waste from site.
- Emergency gangways must be kept clear and freight free at all times.
- All accidents and near misses must be reported to the Organiser.
- Smoking, including e-cigarettes, is only allowed in designated smoking areas.

Show / Venue Specific Information

Contact Numbers

- **Organiser's Office:** 020 7069 6162
- **First Aid (Medical Enquiries):** 020 7069 5556
- **Venue Emergency Contact:** 020 7069 4444

**Any request for the Emergency Services should be made via this number to ensure the quickest possible response*

Locations

- Organiser's Office: Between entrances S4 & S5
- First Aid: Lower boulevard, stairs opposite S4
- Exits: all fire exits are clearly signposted with green 'Exit' signage
- Toilets: clearly signposted throughout the halls and boulevard
- Access to Hot Water: internal & external retail catering units / Organiser's Office
- Access to Drinking Water: internal & external retail catering units / Organiser's Office
- Access to Seating: internal & external retail catering units
- Access to Catering: internal & external retail catering units