

# Site Rules

**We want everyone to be safe at our venue. The following applies to all contracted staff, organisers, exhibitors and authorised visitors:**

- Vehicle access into the halls and or a CDM site has to be approved by the Venue/Principal Contractor (organiser) for the event.
- Be safe and be seen - high visibility vests must be worn at all times when off-loading and loading your vehicles within the loading bays (areas immediately outside the halls).
- All forklift and vehicle movement within the halls and outside the halls that are directly linked to an event must be co-ordinated and managed safely by the Principal Contractor (organiser) of the event. Please refer to the NEC Forklift Policy.
- Comply with NEC Traffic Rules at all times.
- Emergency gangways should be maintained to allow cleaning tractors, forklift movement and emergency access/egress at all times.
- Emergency gangways must be clearly identified and communicated to all personnel working within the halls/ CDM site.
- Only authorised access to exhibition halls is allowed – all personnel working within a CDM site must be inducted and informed of the NEC site rules.
- Appropriate management and safe methods for working at height is required at all times.
- Hot work requires a hot work permit from the venue.
- All accidents, incidents & near misses both within / outside the halls must be reported immediately to the Principal Contractor (organiser) or the Venue Event Manager.
- Work tidy - maintain good housekeeping at all times and dispose of all waste in an appropriate manner.
- Smoking (including e-cigarettes) is only permitted in designated smoking areas.
- The Venue Event Management and Health & Safety Teams have access to all CDM sites at all times.



**FORK LIFT TRUCKS  
OPERATING**



**5 MPH SPEED  
LIMIT APPLIES**



**NO SMOKING**



**HIGH VISIBILITY VESTS  
MUST BE WORN  
WHEN VEHICLES ARE  
OPERATING**



**LORRIES & HEAVY PLANT  
OPERATE IN THIS AREA**



**TRIP HAZARDS**



**NO ACCESS TO  
CHILDREN UNDER  
THE AGE OF 16  
DURING BUILD AND  
BREAKDOWN**



**NO UNAUTHORISED  
ACCESS**



**UNAUTHORISED  
VEHICLES OR  
THOSE CAUSING A  
SAFETY HAZARD OR  
OBSTRUCTION WILL  
BE REMOVED**