



## SITE RULES

All Exhibitors or Contractors working on site during the Construction phase (Build-up) and Dismantling phase (Breakdown) must adhere to the site rules below.

	No Unauthorised Access. Children under the age of 16 will not be permitted.
	No smoking in exhibition halls or marked outside areas.
	Drinking of alcohol onsite during the build up and breakdown phase is forbidden. The taking of illegal drugs is strictly forbidden at all times.
	Site speed limit of 5mph must be adhered to at all times.
	PPE including high visibility clothing and safety footwear must be worn by all personnel onsite during the build up and breakdown. Open toed shoes will not be permitted.
	Hard hats must be worn in designated areas where overhead work taking place.
	A permit to work is required before any hot working commences.
	Machine and tool guards must always be used. Non-guarded machinery will not be permitted to be used and non-guarded tools will be confiscated.
	Emergency Gangways and fire exits must be kept clear at all times.
	Trailing cables must be minimised wherever possible. Where they are required they must be clearly identified and used for the minimum time possible.
	All temporary scaffold towers must be correctly built in line with manufacturer's instructions and persons erecting must be suitably trained and competent.
	All working at height must be planned to minimise risks involved so far as is reasonably practicable.
	All Accidents, Incidents and near misses must be reported immediately to the Organisers office located <b>N4 Lower</b> . Telephone number 020 7069 6123

### Site Warnings:

	Caution – Slip & Trip Hazards
	Caution – Forklift trucks will be operating
	Caution – Crane operations & overhead working in designated areas
	Caution – Vehicle movement
	Caution – Working at height, danger of falling
	Caution – Live electrical installations
	Caution – Guard dogs on patrol
	CCTV in operation
	Unsafe working practices will not be tolerated. Work will ultimately be stopped and persons involved escorted offsite if practice or issue is not rectified.

### Useful information:

	The First Aid room is located on Level 0 between S4/N4 in the Boulevard. If you require emergency first aid please call +44 (0) 207 069 5556. If you require an ambulance, do not dial 999, all medical emergencies are to be directed to the control room.
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- All **vehicles** requiring access to the halls must book via the ExCel Vehicle Booking System. More details [here](#).
- Access **passes** for individuals to the site for build and breakdown will be e-badge that contractors can pre-register or register onsite and collect from the security team
- There are cafes/restaurant within the venue and within close vicinity of the venue.
- There are permanent **toilet facilities** available within the halls and the Boulevard of ExCeL.
- Drinking water will be available from the catering outlets around the venue.