

# TECH SHOW

FRANKFURT

## SITE INDUCTION INSTRUCTIONS

As a UK organiser, CloserStill Media is required by UK law to implement a Construction Design Management (CDM) plan for the event. Below is the Site Safety Induction information. Please read the following carefully to ensure you have read and understood the requirements.

Failure to participate and comply with these rules, along with any local health & safety legislation, will result in access being denied and may lead to disciplinary procedures. No person can gain admittance into the halls without having read, understood, and agreed to the rules stated in this Site Safety Induction

### HEALTH & SAFETY

Everybody onsite at this event is expected to comply with UK Health & Safety Law to achieve best practice and the safest possible environment.

### KNOWLEDGE SHARING

Everyone who is coming onsite to work on your project must fully understand this induction information, as well as your stand build Risk Assessment and Construction Phase Plan and share this with their teams. This includes your team, contractors and/or subcontractors that you are engaged with.

### CONSIDER OTHERS

It is vital that you plan, and are prepared, to work in such a way as to consider those working around you within the hall and on neighbouring sites so that your actions do not endanger others.

## IMPORTANT - SITE RULES

- 1, Only authorised access is permitted into the halls. Everyone working within the halls must wear the appropriate badge or wristband
- 2, No persons under 18 years old will be permitted into the halls
- 3, High visibility jackets and suitable safety footwear must be worn, along with other Personal Protective Equipment (PPE) where necessary (such as protective hard hats)
- 4, Emergency gangways must be kept clear to allow for cleaning, forklift movement, and emergency access and egress at all times. These gangways are marked on the welfare and emergency gangway plan displayed on all hall access points, and have been communicated to your company prior to arrival onsite
- 5, Be aware of forklift movements within the hall, and around your working area(s)
- 6, Safe systems of work must be used at all times, particularly where working at height is required
- 7, Hot works that may generate sufficient heat to cause ignition are prohibited without a permit obtained from the Organiser and Venue
- 8, The contractor must maintain good housekeeping, and is responsible for arranging the removal of all waste
- 9, No sharp objects may be placed in waste bins
- 10, All contractor accidents, incidents near misses must be reported immediately to the Organiser
- 11, No work is to be undertaken under the influence of alcohol or drugs
- 12, Smoking (including e cigarettes) is not permitted in the halls or loading areas, but are permitted in designated smoking areas

## TRAFFIC RULES

- 1, Have a valid and full driving licence
- 2, You must comply with venue traffic rules at all times
- 3, Please observe the speed limit at all times
- 4, Do not use your mobile phone while driving
- 5, Always wear your seatbelt
- 6, Do not use your vehicle on hatched areas.
- 7, Do not obstruct points of access and egress

## SHOW BUILD & BREAKDOWN TIMES

BUILD		
Mon 20th May 2024	09:00 - 19:00	Space Only - Stand Construction (Zone 1)
	11:00 - 19:00	Space Only - Stand Construction (Zone 2)
Tue 21st May 2024	09:00 - 14:00	Space Only - Stand Construction
	14:00 - 19:00	Space Only & Shell Scheme - Stand Dressing

OPEN	
Wed 22nd May 2024	*09:00 - 17:00
Thu 23rd May 2024	*09:00 - 16:00
* Exhibitor Access from 08:00hrs	

BREAKDOWN		
Thu 23rd May 2024	17:00 - 18:00	Shell Scheme Stands
	18:00 - 22:00	Space Only Stands

## PEDESTRIAN RULES

- 1, Use dedicated footpaths at all times
- 2, Use Pedestrian crossings
- 3, Only be in the loading bay areas when loading / unloading
- 4, Be aware of moving vehicles

## IN CASE OF EMERGENCY

Any emergencies including the need for First Aid should be reported to the Organisers Office immediately for the fastest response.