



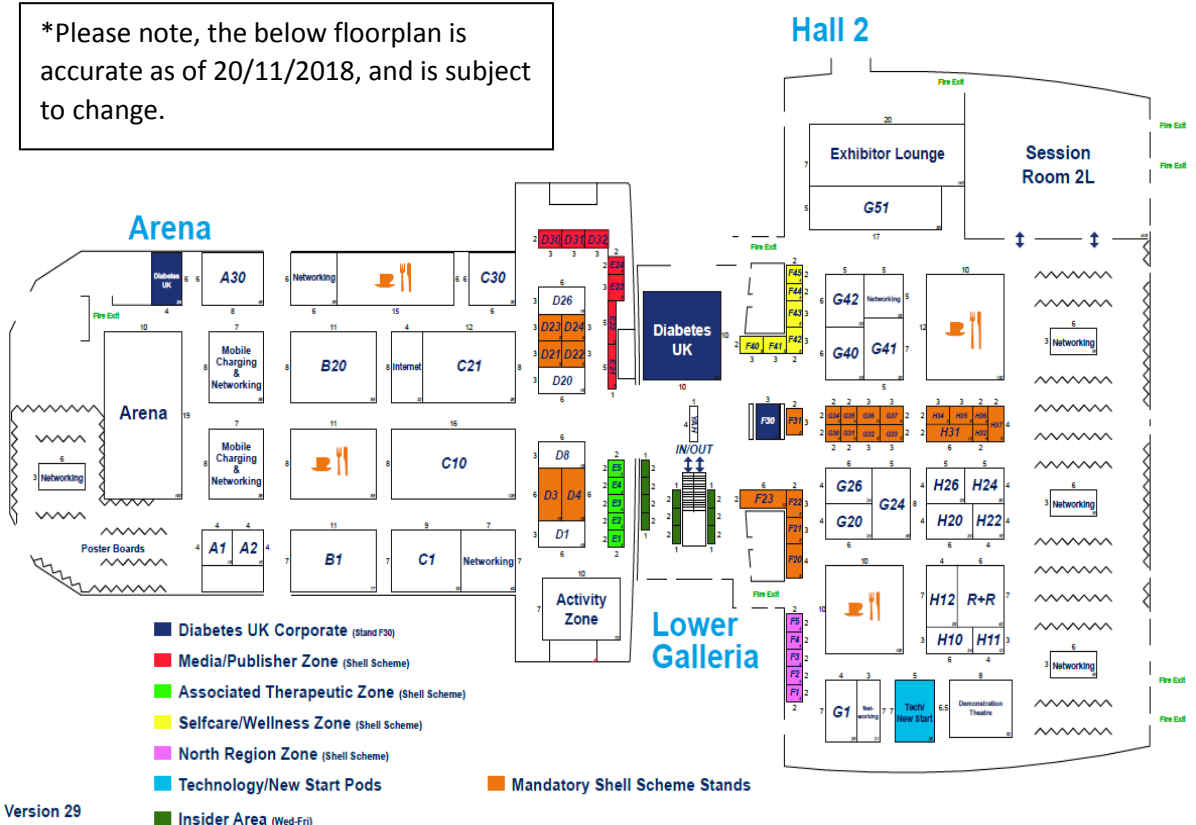
Sharing knowledge, changing lives

6–8 March 2019, ACC Liverpool

EXHIBITION SERVICES

Site Induction Document & Site Rules	
Event Name	Diabetes Professional Conference 2019
Venue	ACC Liverpool, Arena & Hall 2
Build & Breakdown Times	Build; Mon 4 th March: 09:00 – 22:00 (space only sites) Tues 5 th March: 08:00 – 22:00 (space only sites) 14:00 – 22:00 (shell scheme sites) **Please note full CDM regulations will be in place throughout build** Breakdown; Fri 8 th March: 14:00 – 14:30 (shell scheme sites only) 14:30 – 22:00 (space only access)
Prepared By	Ryan Daly, Operations Manager, Exhibition Services Ltd.
Date	20/11/2018
PLEASE READ & COMPLETE THIS DOCUMENT PRIOR TO ARRIVING ON SITE	

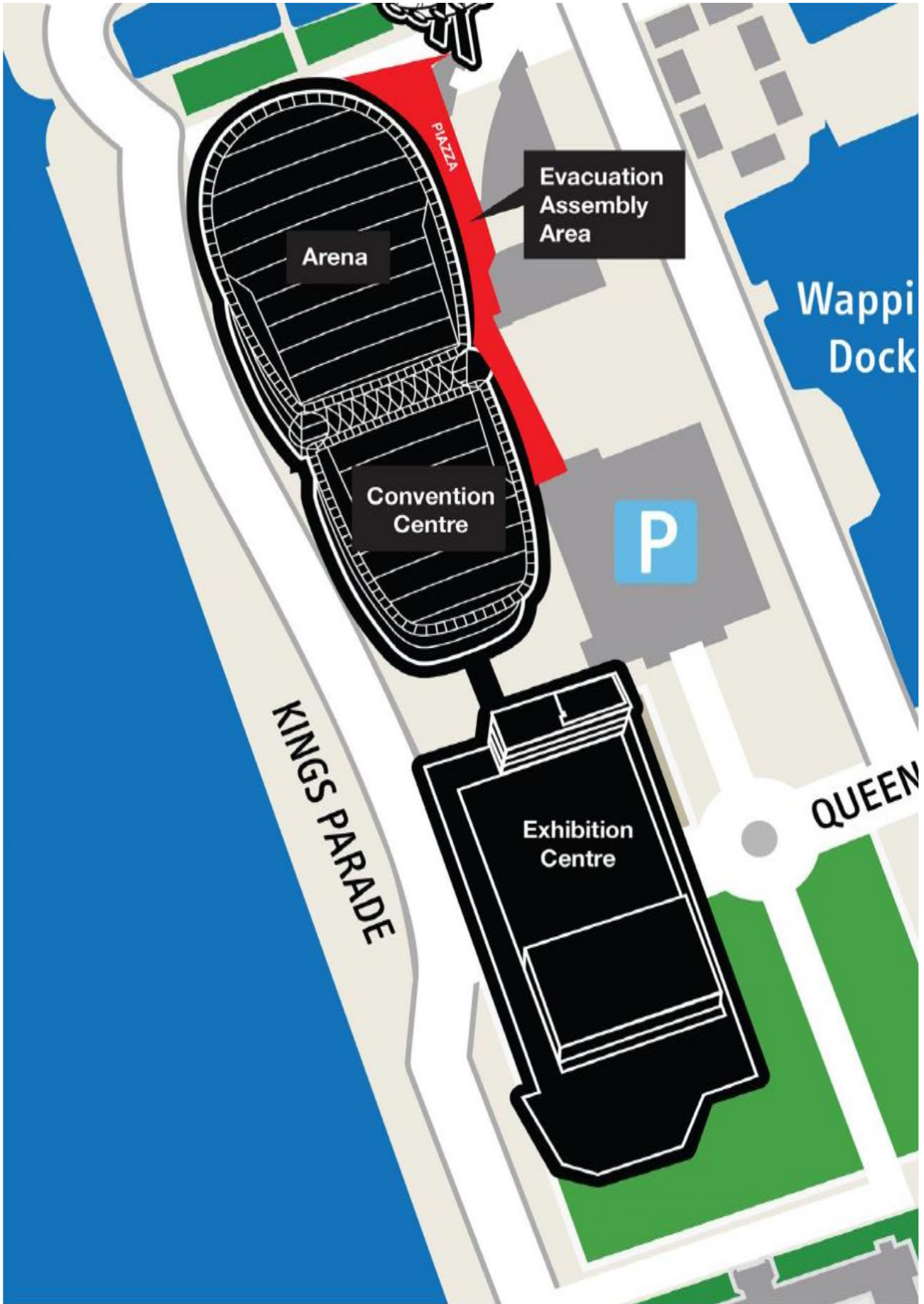
*Please note, the below floorplan is accurate as of 20/11/2018, and is subject to change.



General Site Information

Access into Halls & Wristbands	<p>Whilst CDM regulations are enforced Wristbands & High Vis Vests must be worn to gain entry to the Exhibition halls.</p> <p><u>Wristbands will be available to all who have read and signed this document.</u></p> <p>If you have not returned the correct documentation prior to arrival on site, you will need to complete the site induction before gaining access to the Exhibition halls.</p>
Accident reporting	<p>Please report all accidents & near misses to the Event Organising team; the Event H&S manager will then be able to ensure correct procedures are followed.</p>
Welfare Arrangements	<p>There are no catering outlets available in the venue during build & breakdown periods. There are however, many catering outlets in the surrounding area.</p> <p>Drinking water is available at the many water fountains located at the venue.</p>
Toilets	<p>Both male and female toilets are available throughout the venue.</p>
Smoking & E-Cigarettes	<p>ACC Liverpool is a non-smoking venue; designated smoking areas can be found outside of the building.</p>
Organisers Office	<p>The organisers office can be found in the backstage rooms at the rear of the arena.</p>
Personal Protective Equipment (PPE)	<p>High visibility clothing and safe sensible footwear must be worn at all times whilst in the loading bay or Exhibition halls during the build-up and breakdown of the conference.</p> <p>All personnel must adhere to any safety signage displayed at ACC Liverpool.</p> <p><u>Please note, PPE is not available to purchase on site. Please ensure your team is made aware of this and bring a sufficient stock with them.</u></p>

Waste	All waste materials produced from build-up and breakdown must be removed from site. Anyone leaving waste materials at the venue will be charged for its removal. This includes carpets, graphics, vinyl's, literature etc.
Traffic	<p>Drivers must follow the instructions of the venues traffic marshals at all times when they are driving in the loading bay or exhibition halls.</p> <p>Drivers must adhere to all signage within the loading bay or exhibition halls.</p> <p>Drivers must give way to pedestrians within the exhibition halls.</p> <p>Pedestrians must use the protected walkways at all times within the loading bay.</p> <p>Pedestrians must give way to vehicles within the loading bay.</p> <p>The speed limit within the loading bay & exhibition halls is 5mph.</p> <p>High vis vests must be worn at all times in the loading bay & exhibition halls.</p>
Emergency Procedures	<p><u>Evacuation</u></p> <p>In the event that the building needs to be evacuated the following announcement is broadcast over the Public Address System: “Attention please – Attention please! We have an emergency within the building. Please leave by the nearest available exit! Do not use the lifts!”</p> <p>In the event of an evacuation of ACC Liverpool, all delegates, exhibitors and the event organiser’s staff are requested to muster on the piazza outside the restaurant near Jury’s Inn (please see plan at the end of this document).</p> <p>No one is to return to the building, and should remain at the muster point until further information or official announcements have been made by ACC Liverpool.</p>
Fire Safety	ACC Liverpool has a comprehensive fire alarm system and firefighting equipment. Should an emergency arise you should immediately contact any member of the ACC Liverpool team on 0151 703 7299, informing them of the nature and location of the fire. Please see Evacuation procedures for further information.
First Aid	Should first aid assistance be required, please contact a member of the ACC Liverpool team. The two first aid rooms are located on the Arena side of the building and ACC employees will be able to escort you to these rooms. Alternatively, first aid assistance can be called to your location in the building. In an emergency contact security control on 0151 703 7299.



SITE RULES

Whilst working at the Diabetes UK Professional Conference 2019, it is important that you are aware of the safety rules, procedures and arrangements that are in place for your safety and that of your colleagues.

All of your employees and contractors are required to read these Site Rules prior to working at The Diabetes UK Professional Conference 2019 the following apply to all staff, organisers, contractors and exhibitors:

- You must Comply with Venue Traffic Rules and follow the instruction of venue traffic marshals at all times
- Any Vehicle access into the halls has to be approved by the Venue/Organisers of the event in advance
- Any vehicle or plant driven within the exhibition halls & loading bay must adhere to the 5MPH speed limit and operate with hazards/lights turned on.
- Drivers must give way to pedestrians within the exhibition halls and pedestrians must give way to vehicles within the loading bay
- No persons are permitted to operate plant or machinery (including fork lift trucks) unless they have received adequate training
- Appropriate management and safe methods of working at height is required at all times – in any areas where working at height is being carried out, the immediate area must be controlled and hard hats worn if appropriate
- Ladder work must only be conducted for short work periods - you must NOT stand on the top two tiers of your ladders -any unsafe ladder work may result in the employee being ejected from the venue. Ladders MUST be off an industrial type
- No hazardous or toxic substances are to be used in the hall which have not been pre-agreed by the venue and event organiser
- Contractor wristbands must be worn at all times during build and breakdown
- Any person suspected to be under the influence of drugs or alcohol will be ejected from the venue
- Hi Vis Jackets must be worn at all times when working in the venue's loading bay & exhibition halls. Appropriate footwear should be worn whilst working in the venue – flip-flops, open-toed sandals, etc. are NOT acceptable
- No hot works can take place in the venue without a Hot Works Permit being issued
- All contractor accidents, incidents & near misses must be reported immediately to the organiser and venue staff
- Work Tidy - during build and breakdown, you must ensure aisles are kept clear at all times and there is no undue obstruction to fire evacuation routes. All waste is to be disposed of in an appropriate manner & is The Exhibitor/Contractors responsibility.

THE ABOVE RULES MUST BE ADHERED TO IN ADDITION TO THE RULES SET OUT IN THE AEV E-GUIDE.

www.aev.org.uk/e-guide



**EXHIBITION
SERVICES**

www.exhibitionservices.com

SITE INDUCTION DECLARATION

CDM (Construction, Design, Management) 2015 Regulations are enforced in the exhibition and events sector (with effect from the 6th April 2015).

A requirement of CDM is that in order to gain access to the site during build up and breakdown periods, all persons must have completed a Site Induction prior to their arrival. To comply with this requirement, you should read the Site Induction document and distribute this to all persons who will be attending site during these periods.

Please complete the form below, by checking the box relevant to your organisation, as confirmation that you have read the Site Induction Document and understand your requirements under the regulations.

TO BE COMPLETED BY ALL EXHIBITORS & CONTRACTORS

1. Exhibitor:

We have received a copy of the Site Induction document and confirm that all company representatives who will be working on-site during the build-up and breakdown periods will read this information prior to their arrival on-site

2. Stand Contractor:

We have received a copy of the Site Induction document and confirm that all contractors, sub-contractors and workers who will be working on-site during the build-up and breakdown periods will read this information prior to their arrival on-site

Company Name: _____

Stand Number: _____

On-site Contact Name: _____

Contact Telephone No: _____

Our out of hours number is: _____

Please return to:

events@exhibitionservices.com