

**Group Leisure & Travel Show 2023
Site Rules and Site Information**

The Construction (Design & Management) Regulations state that the build and breakdown of an exhibition is deemed a building site and thus the CDM regulations now apply. These regulations require site information and site rules to be issued to all persons attending the premises during the build and breakdown period.

These site rules and site information should be used in conjunction with those of the venue; the organising team, exhibitors, contractors (the approved contractors organised by the Organisers and those organised by the exhibiting companies) plus venue staff must comply with the site rules and site information of the Organisers and the Venue (Marshall Arena).

**It is the exhibiting companies’ responsibility to read and then pass this information on to all parties (whether staff or contractors) who will be attending the premises during this period on their behalf.** It is not the responsibility of the Organiser or the Venue.

Traffic Rules:

* All companies must comply with Marshall Arena traffic rules and traffic marshals at all times.
* As Marshall Arena is in a busy shopping area, pedestrians should use the pathway/routes around the front and side of the hall and should use the footpaths and pedestrian crossings.

Hall and Site Access:

* Vehicle access into the halls must be approved by the Organisers/Marshall Arena. This authorisation will be given by the security team at the hall entrance, providing it is deemed safe to do so.
* Exhibiting companies and their contractors must use the approved suppliers with regards to any forklifts use at the show.
* There is a 5 mile per hour speed limit in the halls. Pedestrians have right of way at all times.
* High visibility jackets must be worn at all times when off-loading and loading your vehicles outside the hall. You are able to purchase these from retailers or online.

In the exhibition hall:

* Exhibitors should work tidy at all times, disposing of all waste in an appropriate manner.
* Any requests for Hot Work must be authorised by the Organisers at least 28 days before arrival on site. Exhibitors must complete a risk assessment for attendance at the exhibition and this work must be included if required. Exhibitors should also advise of any materials, solvents, activities which may be restricted under the COSHH/PPE/Working at Height regulations and exercise due care and attention as stated under the Health & Safety at Work Act.
* Late working within the hall must also be agreed in advance with the Organisers; exhibiting companies are also asked to consider length of hours working to reduce the likelihood of accidents.
* Emergency aisles must be maintained at all times; exhibitors should inform their contracting companies and staff to limit as much as is reasonably possible, spilling into the aisles during the build and breakdown period.
* For the avoidance of doubt, the emergency aisles are the perimeter aisles shown on the floorplan, and the main entrance into the show to the centre of the hall, and to the Vehicle Access Door.
* No smoking (including e-cigarettes) is permitted in the hall; anyone under the influence of drugs or alcohol will be ejected.

Safety in the hall/emergency contacts:

* First Aid – All incidents must be reported to the Organisers/Security personnel.
* Fire – On discovering a fire, press the fire alarm break glass point (located throughout the exhibition hall), or contact. Security/Organisers will then investigate the incident and further instructions may follow.
* Evacuation – if it becomes necessary for everyone to leave the building, please leave the building by the nearest exit following the ‘running man’ green signs throughout the venue. Instructions will then follow from the Venue team and you will be advised when it is safe to return into the venue.
* Security Emergencies – contact the Organisers or security team onsite.

Welfare:
Please note the:

* nearest toilet facilities are located at the sides of the hall, and in the main entrance.
* nearest seating is located within the catering area.
* nearest access to drinking water is available from all wash basin cold water taps in the toilets.
* nearest access to food is through the catering units in the hall or via MK1 shopping centre accessed via the hall/venue front doors.

Finally, the Organiser Office is located at the back of the hall and can be accessed via the fire safety doors at the back of the hall. There will always be a member of the Organising team in this office.