

Site Rules

- Everyone must consider the safety of themselves and others at all times. Failure to comply with the site rules below will lead to eviction from the site
- Access to the site will only be granted on acknowledgement of the Site Rules
- On entry to the site please make yourselves aware of the location of your nearest fire alarm, escape route, fire extinguisher and emergency gangways
- Vehicle movement – caution is required at all times. Outside the halls pedestrians must give priority to moving vehicles and use designated pedestrian walkways where possible. Inside the halls, vehicles must give priority to pedestrians. Please observe the speed limits on display outside the halls. The speed limit inside the halls is walking pace
- Door 5 and 8 are for use by Forklifts only
- High visibility jackets must be worn whilst loading / off-loading in the loading bays, or when working at height
- Pedestrians should use the designated foyer entrance when entering and exiting the hall on foot
- Suitable footwear must be worn on site – as a minimum these must be flat, closed toe shoes
- Appropriate and safe methods of working at height are required at all times and working at height should only be done if absolutely necessary. Any work above 2.5m high should be done via platforms, rather than ladders. Working at height equipment should comply with the HSE's Working at Height Guidelines. Harnesses should be used above 4m
- Hot work will be subject to a Hot Work Permit – please see the Organiser
- Late working will only be permitted by the Organiser. A full list of crew and tasks to be completed will need to be given. Additional crews may be needed if work is deemed excessive
- Dangerous working will result in an hour suspended from the workplace, repeat offenders will be removed from site
- Contractors and exhibitors must remove their waste from site
- Emergency gangways must be freight free and kept clear at all times
- All accidents and near misses must be reported to the Organiser
- Smoking, including e-cigarettes, is only allowed in designated smoking areas

Show / Venue Specific Site Rules

Contact Numbers

- Organiser's Office: 01743 606744
- First Aid: contact via the Organiser's Office who will contact First Aid on radio
- Venue Emergency Contact: 07741 249721

Locations

- Organiser's Office: By door 4
- First Aid: Central to the Surrey Hall, by stand 756
- Exits: all fire exits are clearly signposted with green 'Exit' signage
- Toilets: by the foyer
- Access to Hot Water: in the toilets and the catering outlet in retail opening times, otherwise the Organiser's Office
- Access to Drinking Water: in the toilets and the catering outlet in retail opening times, otherwise the Organiser's Office
- Access to Seating: via the catering outlet in retail opening times, otherwise the Organiser's Office
- Access to Catering Areas: in the Food Hall, Surrey Hall, in retail opening times. During build up there will be a unit near the parade ring. Otherwise the closest restaurants and shops are on Esher High Street