

informa

Exhibitor Guidelines

Informa Health, Safety & Security

Introduction

Informa maintains high standards of Health & Safety and requires exhibitors and their appointed contractors to undertake their work in a safe manner that does not put themselves or others at risk. Exhibitors are required to appoint competent contractors who are appropriately health and safety trained to perform work, erect, and dismantle their stands. The standards and rules outlined in this document should be read in conjunction with the venue's site-specific safety information.

Informa reserves the right to remove from the premises any persons who do not comply with Informa or venue health and safety requirements, or who put themselves or others at risk. Informa similarly reserve the right to remove any equipment or material from a venue that, in the opinion of Informa, is dangerous when used in the way intended.

The aim of this guidance is to set standards which will assist protecting the health and safety of any person(s) working at or visiting an Informa event/exhibition. These guidelines should be used to guide employees, exhibitors, contractors, and Informa-approved contractors with regards to minimum safety standards in any jurisdiction whilst recognizing that many jurisdictions have higher standards that will take precedence.



Exhibitors, Contractors and EACs are to undertake their work in a safe manner which does not put themselves or others at risk.

Accident Reporting

ALL accidents, incidents and near misses must be reported to Informa in order that treatment can be given if required and, if necessary, emergency services can be called and directed to the correct location.

Informa will record and report all health, safety, and security related incidents internally. This will identify trends, confirm adherence to Informa Health, Safety & Security guidelines and address areas for actions and improvement.



Children

No one under the age of 16 years old is permitted in the exhibit halls during the build and breakdown phases of the event without permission from Informa.



Drugs, Alcohol & Smoking

The abuse of alcohol, drugs and other substances can affect work performance and safety. Such behavior constitutes a danger to the user and other people. Any person found to be under the influence of such substances, in Informa's sole opinion, will be removed from the exhibition and event. The consumption of alcohol is not permitted in the exhibition hall during the build-up and breakdown periods. Smoking, vaping, and the use of tobacco products are not permitted in the exhibition halls. Individuals may smoke or vape only in the venues designated areas.

Fire Safety & Means of Escape

Fabrics & Decorative Materials

- Fabrics and other decorative materials used for stand dressing must be fire resistant or treated with fire retardant, in accordance with local requirements. Where the venue has a sprinkler system then the specific venue rules on permitting ceiling fabrics must be followed. Untreated wallpaper and similar thin surface finishes, not exceeding 1mm in thickness may be accepted, provided they are fixed firmly with an approved adhesive.



Venue Responsibilities

As per local requirements areas may include:

- Fire Suppression Systems
- Fire Extinguishers
- Fire Exit Signage
- Appropriate fire response protocols
- Proper storage and housekeeping protocols
- Ensuring maintenance is up to date
- Ensuring inspections are up to date



Medical Concerns at Informa Events

• Medical Coverage

A large portion of Informa events are held at convention centers and towns with urban settings which includes hospitals and clinics in close proximity. Ambulance and emergency room services are generally minutes away. During events, Informa normally provides contracts out with the venue for a medical station on or near the exhibit floor. Staffed by EMTs and nurses with emergency medical supplies and equipment. The medical staff number varies with size of the event as does with the equipment. With some events there is an ambulance stationed at the venue.



• First Aid

Venues generally have first-aid kits and a Security team that is trained in first aid. The quantity of supplies varies depending on the size of the venue and business operation. General Contractors, Exhibitor-Approved Contractors, and contractors hired by Informa are required to carry a first aid kit. Rendering first aid depends on the seriousness and urgency of the situation. Difficult first-aid situations such as CPR or handling and cleaning up blood borne pathogens should be handled by a competent and trained person.



• Reducing the Spread of Infectious Diseases and Viruses

Infectious diseases and viruses go by many names, SARS, West Nile, Ebola, COVID-19, and the many forms of the flu, etc. Concern over the spread has the attention of the tradeshow and conference industry where business travelers gather across the world. Informa closely follows guidelines, advisories and alerts from international authorities, national authorities and local authorities are actions that Informa takes and requires in turn from contractors that work for Informa events:

- Informa will keep all its employees, event contractors, exhibitors and attendees apprised of specific advisories and alerts regarding dangers, cautions and control measures to reduce the spread of infectious diseases and viruses that are contagious.
- Informa employees are required to report any exposures to contagious disease that might pose a direct threat to the health and safety of the event
- Exhibitors and contractors are required to legally remove individuals who have a contagious disease from working at an Informa event. Return from sick time shall require that exhibitors and contractors inform and certify an original doctor's note stating the patient is fit for work, and the possibility of infecting others is no longer present.





The best practices which have evolved, describing minor but effective changes in routine that will reduce the probability of disease spread:

- Get the appropriate vaccine, if available
- Wash your hands frequently
- Stay home if you are sick
- Turn away from others and cough or sneeze into your arm/elbow (not your hands)
- Do not touch your eyes, nose, or mouth (viruses can transfer from your hands into the body)

Additional event/venue control methods may be applied based upon international, national and/or local recommendations or requirements

Security

Individual with Overall Responsibility for Health & Safety Onsite:

Venue Name:	Marriott Marquis Times Square
Venue Security #: (If applicable)	212-704-8842 or 911
Contracted Security Name:	Citadel Security
Contracted Security #:	646-430-1491

In the event of an incident please contact this number:

If there is an incident that needs to be reported, please do so through the number provided or contact the Security Supervisor onsite. A formal investigation may be conducted. At minimum the following information will be recorded:

- Names of parties involved
- Date and time of occurrence
- Location of the accident/incident
- Nature of the accident/incident
- How it occurred
- Extent of injury/illness (if applicable)
- Damage or loss incurred (if applicable)



Onsite Security General Reminders:

- Display your ID badge / credentials at all times (ensure colleagues do the same)
- Do not leave items/bags unattended, secure your belongings
- At certain circumstances you may be asked to submit to a bag check, refusal to comply with these checks, carried out legally by authorized persons, will result in exclusion from the hall, regardless of status.
- Informa assumes no liability for items you bring into the halls; no compensation shall be provided for damaged or stolen goods. If you wish to organize stand guards or additional security measures, they must be supplied directly by the venue or Informa's appointed guard services company. Please speak to Informa for further information.



Venue Emergency Procedures

It will be the responsibility of the Informa to ensure relevant emergency procedures are understood and communicated to employees, contractors, and exhibitors. Venue fire and other emergency procedures, together with the emergency numbers for contacting fire, security or medical support shall be communicated.

Venue Emergency Procedures

Venue Name:

Venue fire and security procedures, together with emergency numbers for contacting fire and medical support are provided below. Any questions concerning fire procedures at the venue should be raised with Informa.

IN THE EVENT OF A FIRE

The fire alarm sound for the building is:

Should you hear the signal to evacuate, please leave immediately by the nearest emergency exit

The assembly point is located:

Do not stop to collect personal belongings and do not use lifts/elevators. When you reach the assembly point, remain there and await further instruction.

IF YOU DISCOVER A FIRE

Raise the alarm by:

Please leave by the nearest emergency exit and go to the assembly point and await further instruction

IN THE EVENT OF A MEDICAL EMERGENCY

In the event of an accident or an emergency contact a member of staff or dial these numbers:

First Aid/Medical as appropriate:

Fire:

Security:

First Aid is available from:

In case of any emergency situation, you must follow instructions given by authorities having jurisdiction

Arrangements for disabled evacuations are as follows:

If you have any queries about the fire procedures or you require special assistance in any of the above circumstances then please approach a member of staff. For both safety and security purposes ensure that fire exits, and fire equipment are kept unobstructed at all times and that personal items are kept with you. If you see anything suspicious report it immediately to a member of staff.