



9th ITS EUROPEAN CONGRESS

Dublin, Ireland | 4-7 June 2013

Exhibitor Service Manual

9th ITS European Congress and
Exhibition
Dublin, Ireland
4-7 June 2013

Dear Exhibitor,

We would like to thank you for supporting the 9th ITS European Congress & Exhibition taking place at the Convention Center Dublin 4 – 6 June 2013.

The 9th European Congress and Exhibition will be held 4–7 June 2013 at the Convention Centre Dublin (CCD).

All regions face similar challenges in delivering sustainable transport solutions to meet their current and future mobility requirements. Transport authorities are aware of the real needs specific to their region but often find it difficult to identify detailed information on targeted ITS solutions that would deliver direct and tangible positive outcomes.

Dublin 2013 Congress will primarily focus on ITS solutions that are driven by policy as opposed to being technology-led. The emphasis will be on proven deployed solutions and innovative R&D that is focused on solving real problems and delivering value for money in today's challenging economic environment.

The Congress is an associated event of the Irish Presidency of the Council of the European Union.

As one of our partners or sponsors, we are pleased to provide you with the present service manual, which will provide you with all information required to allow you to prepare for a successful event. We kindly ask you to take some time in reading through this manual and respect deadlines as listed.

Please note that the organizers have appointed **ECS Ltd** as the official service contractor for the exhibition. **ECS Ltd** is available to provide you with all technical assistance and services you need.

If you find information missing in this manual, or have a specific request, please do not hesitate to contact our team at any time.

We look forward to working with you towards a successful congress.

Sincerely,

JULEN BASTARRIKA ALEMAÑ

Exhibition Manager

exhibit@itsineurope.com

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CONTACT DETAILS

Exhibition and Sponsorships

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General congress information & Logistics and general congress information

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Registration and accommodation

IOANA PETRICEAN

Registration Coordinator
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Stand services including furniture, floral, stand fittings and electrical orders, please contact:

JOE EARLY

Director
ECS Ltd (Exhibition & Conference Services)
Unit 3. Road O. Tougher Business Park.
Naas. Co Kildare. Ireland

Tel:+353.45.409420
Mov: +353.872.575377
Fax: +353.45.435802
E-mail: joeearley@eircom.net
Web: www.ecs.ie

Catering services and additional services at/from the CCD, please contact:**NIAMH WILSON**

Hospitality Manager
The Convention Centre Dublin

Tel: +353 1 8184589

Mob: +353 86 791 7518

e-mail: niamh.wilson@theccd.ie

website: www.theccd.ie

Or order online: <http://www.theccd.ie/index.jsp?p=101&n=266&a=0>

Rigging and services related to the CCD, please contact:**RICHARD CARTER**

Senior Technical Production Manager

Tel: +353 1 8560000

Mov: +353 (0)83 418 4578

E-mail: e.richard.carter@theccd.ie

We strongly suggest you put in copy exhibit@itsineurope.com in any email communication with the venue.

Official freight forwarder**Interflow Logistics Ltd.**

Suite 304

The Crescent Building

Northwood Business Park

Santry

Dublin 9

Web: www.interflow.ie

Niall Thompson

e-mail: niall@interflow.ie

Tel: +353 (0) 1 6853845

Beverley Marchi

e-mail: beverley.marchi@interflow.ie

Tel: +353 (0) 1 6853845

Interflow Logistics Ltd. have been appointed as the sole official freight forwarder and onsite handler for ITS 2013. We are here to assist you with all your logistic needs for this event. To get a good indication of costs involved, please read the instructions carefully and contact us in case of any questions. If you do intend to send any airfreight to the event then please send us the reply form well in advance so we can assist you with the shipping process.

Service includes:

International freight forwarding

Customs clearance

Advance warehouse

Fork lifting and on-site handling

Empty case storage

Return freight

Hostess services**SUSAN LORD**

Sales Director

Tel: +353 1 637 5160

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e-mail: susan@verve.ie

EXHIBITION TIME TABLE**BUILD UP**

DATE	SCHEDULE	HALL OPEN HOURS
Monday, 3 June	Stand Construction and Exhibitor set-up	07:00 – 23:00
Tuesday, 4 June	Stand Construction and Exhibitor set-up	07:00 – 14:00

Note

On Tuesday, 4 June, the CCD will be present, together with the Health and Safety inspectors, at 14:00 in the exhibition area to proceed with the inspection of each booth. Please make sure the booth is finished by this time.

Stands must be completed and excess products and materials removed from All Halls no later than 14:00 on Tuesday, 4 June, please allow time to load and unload vehicles.

During build up and breakdown contractors and exhibitors are requested to wear build up/breakdown passes at all times and to comply with the Health and Safety regulations of the venue. Please collect as many passes as you need from the organisers' office.

EXHIBITION OPEN PERIOD

DATE	SCHEDULE	HALL OPEN HOURS
Tuesday, 4 June	Opening reception	18:30 – 20:00
Wednesday, 5 June	Exhibition area open	09:00 – 19:00
Thursday, 6 June	Exhibition area open	09:00 – 18:00
Friday, 7 June	Exhibition area open	07:00 – 14:00

Note

Timing of exhibition opening hours are subject to change with finalisation of the Congress Programme.

A detailed schedule of the social functions will be available soon.

A variety of functions and breaks will take place in the exhibit hall to maximise traffic.

BREAKDOWN

DATE	SCHEDULE	HALL OPEN HOURS
Friday, 7 June	Exhibition area dismantling	15:00 – 22:00

Note

Important: For safety reasons, breakdown cannot start before the official end of the show and until all visitors have left the hall.

Stand constructors will not be allowed in the exhibition halls before 15:00 on Friday, 4 June.

During build up and breakdown contractors and exhibitors are requested to wear build up/breakdown passes at all times and to comply with the Health and Safety regulations of the venue. Please collect as many passes as you need from the security personnel upon your arrival at the venue. **ALL EXHIBITS AND STAND EQUIPMENT MUST BE REMOVED FROM THE HALLS BY 22:00 ON FRIDAY JUNE 4th. ANY REMAINING ITEMS WILL BE REMOVED TO STORE AT EXHIBITOR'S EXPENSE.**

KEY DATES AND DEADLINES

You will find below an overview of key dates and deadlines. We advise you to submit all required forms within the given deadlines and to register your staff before the event in order to avoid queues on site. Orders sent after the deadline may be subject to a surcharge applied by the different suppliers.

EXHIBITION

FORM – SERVICE	DEADLINE	TO WHO?
Stand plans - (compulsory for Space only stands)	8 April	The CCD
Rigging	20 May	The CCD
Material requests	20 May	ECS Ltd
Electrics – Space only stands and Schell Scheme stands	20 May	ECS Ltd
Waste - (compulsory for Space only stands)	20 May	The CCD
Hire of AV/IT equipment	20 May	ECS Ltd
Cleaning & Waste	20 May	The CCD
Hostesses	20 May	The Live Agency
Internet	20 May	The CCD
Stand catering	20 May	The CCD
Stand fitting extras	20 May	ECS Ltd
Water	20 May	The CCD
Electrics	20 May	ECS Ltd
Furniture	20 May	ECS Ltd
Freight/Lifting/Storage	20 May	Interflow Logistics Ltd
Truck description, arrival and departure times	27 May	ITS Secretariat

Promote your company presence at the 9th ITS European Congress and Exhibition !

How would you like your stand to look?

Empty?



Busy?



BEFORE THE EVENT

Send us your logo in eps format and a short company description to exhibit@itsineurope.com

Send visitor invitations (paper or electronic) to all your clients and prospects

Announce on your company website and on professional networks that you will be exhibiting

You may also visit the conference website: <http://www.itsineurope.com/its9/index.php/sponsors-exhibitors> in order to download our conference banner to insert it in your work email signature.

ONSITE

Rent a badge retrieval scanner to collect contact details and manage your business leads
Organise some catering in your stand to increase the attendance

CONGRESS VENUE

CONGRESS VENUE: The Convention Center Dublin (CCD)



The 9th ITS European Congress and Exhibition will be held at the Convention Centre Dublin (CCD). It is Ireland's first "state of the art" purpose-built International convention centrally located in Spencer Dock in the heart of Dublin City.

GENERAL ADDRESS

The Convention Centre Dublin

Spencer Dock
North Wall Quay
Dublin 1 - Ireland

www.theccd.ie

How to reach the CCD? Please visit the following link: <http://www.theccd.ie/locationtravel>

VENUE TECHNICAL INFORMATION

The Forum – Ground level

Level	Ground
Floor Area	2721m ²
Height	Min 7m Max 8m
Wi-Fi	Yes

The largest flat floored hall in the CCD, with a massive 2,721m² of carpeted flat floored space, it can welcome an large amount of participants. There are 8 pillars (1.19m x 1.19m each pillar) on this hall, please refer to the floor plan to check if the pillars are next to your stand.

Offers a ceiling height up to 8m with power and data ports under floor.

The Liffey – Level 1

Level	1
Floor Area	1650m ²
Height	Min 7m Max 8m
Wi-Fi	Yes

The largest second flat floored hall in the CCD, with a 1,650m² of carpeted flat floored space, it can welcome an incredible amount of participants. There are 3 pillars (1.19m x 1.19m each pillar) on this hall, please refer to the floorplan to check if the pillars are next to your stand.

Offers a ceiling height up to 8m and power and data ports under floor.

LOADING AND UNLOADING**Vehicular Access Control**

Vehicle access is via a ramp located off Lower Mayor Street at the rear of the venue leading to an underground basement car park with a height limit of 4.3m, 14' 3". The weight limit of the ramp is 12.5Kn/m² with an axle load of 8.5 tones.

All vehicles entering the loading bay areas must conform to the instructions given by CCD staff.

All personnel in control of vehicles using either truck access road, loading bay or truck and van lifts must comply with instructions from CCD staff at all times.

There is a HGV 5-axle ban in force throughout Dublin City Centre. Check the Restriction Zone Map on the www.hgv.ie website to plan your access point and route.

UNLOADING AND LOADING

Unloading and loading may only be carried out in designated areas clear of the public highway. The CCD cannot authorize vehicles to wait or unload in contravention of local road traffic regulations.

Clear timings, size of trucks and quantity of vehicles should be communicated to the [ITS Secretariat](#) 1 month prior to the congress. These times will be strictly implemented by The CCD Traffic Marshals. Any vehicle arriving outside its allotted time will be asked to depart and return at their scheduled time. During build-up, vehicles requiring access to The CCD should be directed to the relevant goods entrance, where they will be unloaded as quickly as possible. The vehicles will then be immediately removed from the loading area and taken off site. Depending on the operational constraints of the event, a time allocation may be enforced in order to make space for other vehicles.

On-site parking is not permitted for any event vehicles including HGVs, long wheel base, transits and sprinters. In order to maintain a free flow of access into and out of the service bays and the East Access Road, vehicles arriving on site will be subjected to the pre-determined timeframe for unloading and loading. This will have been agreed and communicated beforehand by the Exhibition Organiser.

Vehicles will be directed to the holding area, where they will be met by a member of our Security Team. Once at the site, the driver will be logged, given an access permit and informed of the approximate waiting time. All access to and from The CCD will be managed by our Security team.

During an exhibition breakdown, stand contractors will not be permitted access to the venue for at least 1 hour after the closing time of the exhibition. This is to allow exhibitors sufficient time to break down and pack up their stands.

There is a public waiting area located in the Topaz Service Station, close to Dublin Port, on Promenade Road. This area can facilitate HGVs and long wheel-base vehicles and there may be a cost associated with staging here.

Access to The CCD can be facilitated via a truck lift or van lift. A separate entrance to the Forum Hall only is available on ground floor level. This access is via North Wall Quay, along the East Access Road of The CCD and through a roller shutter door. As space is limited, once your vehicle loading or unloading is complete, you will be asked to move your vehicle on to allow other vehicles to use the lifts or access the East Access road.

Truck Lift: The weight limit for the truck lift is 2500kg. The truck lift can accommodate a trailer size of maximum 13600mm long x 2500mm wide x 4000mm high or, 2 x vans of maximum 7345mm long x 2360mm wide x 3055mm high. The maximum dimensions of the truck lift entrance and exit are 3900mm wide x 3200mm high.

The truck and van lift serves the exhibition and conference halls. Please note that once your trailer or van is unloaded, you will be asked to remove it from the lift to facilitate the next vehicle requiring access.

Van Lift: The weight limit for the truck lift is 6000kg. The Van Lift can accommodate a vehicle of maximum 2360mm wide x 7345mm deep x 3055mm high. The maximum dimensions of the Van Lift entrance and exit are 2900mm wide x 3200mm high.

Each lift serves our exhibition and conference halls. Please note that once your trailer or van is unloaded, you will be asked to remove it from the lift to facilitate the next vehicle requiring access.

East Access Door to Forum: The dimensions of this door are 4560mm high by 5000mm wide. Please note, the CCD do not accept event deliveries at our main entrance. For convenience, access to the East Road is controlled by the CCD's Security Traffic Marshals, who manage a strict loading and unloading time schedule.

Loading Bay Doors into Halls: Dimensions as follows for the loading doors in the Forum and Liffey rooms:

Forum – Ground level	
Loading Door 1 (on front of the van lift)	3225mm high & 3590mm wide
Loading Door 2 (on front of the truck lift)	3225mm high & 3775mm wide
Liffey – Level 1	
Loading Door 1	3225mm high & 3960mm wide

Passenger Lift & Escalator Information: There are 4 smaller passenger lifts Front of House available for movement through the building. They have a maximum capacity of 1600Kg in each. These can be used for transporting smaller boxes and handheld items only.

PARKING (CARS, SMALL VANS, MOTORCYCLES)

There are 321 low-ceiling underground public car parking spaces on The CCD site; Spaces can be reserved directly with the operators Park Rite by telephone on +353 (0) 1 542 5600. If the public car park below The CCD is full, the nearest car park is located at the National College of Ireland, approximately two minutes'

drive away and the Irish Financial Services Centre (IFSC) is about five minutes' drive away. These car parks offer 400 additional spaces in total.

The Convention Centre Car Park

Opening times:

Monday to Saturday: 7.00am to Midnight Sunday: 8.00am to Midnight

Rates

Hourly rate	€3.00
Daily rate	€15.00
Evening Rate	€9.00 – valid from 5.30PM to close

Note: Pre-booking Group Discount rates available.

Group Discounts

Day Rates:

For a booking of 10 cars or more	maximum of €12 per day
For a booking of 20 cars or more	maximum of €10 per day
For a booking of 40 cars or more	maximum of €8 per day

Evening Rates:

For a booking of 10 cars or more	maximum of €8 per day
For a booking of 20 cars or more	maximum of €7 per day
For a booking of 40 cars or more	maximum of €5 per day

Access

- On Guild Street (coming from Samuel Becket Bridge) take the first right turn and then right turn down the ramp to the car park under the Convention Centre building.
- Along North Wall Quay past the front of the Convention Centre and take the next Left Turn, take the next left and then left turn down the ramp to the car park.

Contact Details

Please contact Park Rite for further information in relation to parking for events.

Tel: 01 542 5600 E-mail: info@Park Rite.com

Types of Payments accepted

- Cash
- Credit Card, Visa or MasterCard

Process for Lost / Damaged Tickets

- The customer should to the Automatic Pay Station located in each of the Car Park Lobbies
- They should press the help button for assistance
- The operator will then assist them

The following is the list of contact numbers in the event of an emergency.

Park Rite Call Centre		01 602 2500
Car Park Manager	John Maher	086 609 0320
Operations Manager	Pat Magennis	086 225 6837
General Manager	Mark Feeney	086 536 6000

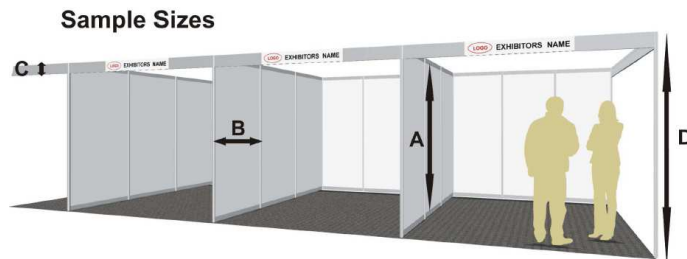
PARKING (HGVs, LONG WHEEL-BASE, TRANSITS, SPRINTERS)

On-site parking is limited for HGVs, long wheel-base, transits and sprinters. In order to maintain a free flow of access into and out of the service bays and the East Access Road, HGVs etc. arriving on site will be subjected to the pre-determined timeframe for unloading and re-loading. All times will have been agreed and communicated beforehand by the Exhibitor..

Vehicles will be directed to the Tedcastles Car Park on North Wall Quay, where they will be met by a member of our Security Team. Once at the Tedcastles site, the driver will be logged, given an access permit and informed of the approximate waiting time. Once their pre-determined slot is available, they will then be asked to proceed to The CCD for un-loading or loading.

The Security Team operating on site remains in constant dialogue with the officers at the Tedcastles site and control and maintain the access to and from The CCD. Any contractor operating outside of their allotted time slot will be asked to move their vehicle. There is a public waiting area located in the Topaz Service Station, close to Dublin Port, on Promenade Road, which is perfect for HGVs and long wheel-base vehicles. Please also note the HGV 5-axle ban in force throughout Dublin City Centre, by checking the Restriction Zone Map on the www.hgv.ie website to plan your access point and route beforehand.

FULL SERVICE STANDS (shell scheme stands)



<u>PANEL VISUAL AREA:</u>	A - 2340mm
	B - 950mm
	C - 175mm
<u>OVERALL HEIGHT:</u>	D - 2500mm
Poles 40mm diameter	
Full Photographic infill size – 2355mm x 970mm (3mm)	

To Apply Graphics
Please use sticky fixers or blue tack
Do not use
Panel Pins or Staples
Damaged panels will be charged at
€35 or £30stg per panel

Package includes:

- A double socket
- 2 spotlights
- A name card fascia board

NOTE: both halls are fully carpeted.

Interior Stand fitting – extras

Please remember that no item of interior display may extend beyond the limits of the stand or above the height of the dividing walls. There must also be no alteration or adjustment to any part of the Full Service stand structure.

Any damage incurred to panels or other part of the stand will be charged to the exhibitor directly.

Distribution of Promotional Material

Please bear in mind that all business including the dispensing of literature and promotional material must be conducted from your stand. Your staff will not be permitted to hand out leaflets etc, at the entrance to the event, in the gangways or any other part of the exhibition hall. Please note that material must not be attached to the fabric of the building. Any costs which could occur to remove this kind of materials would be charged to the responsible exhibitor.

SPACE ONLY STANDS

Space Only stand is a floor space only stand which does not include the construction of a modular booth or any other extras. Space Only exhibitors need to mandate their own stand constructor to build their stand.

Required:

- Accreditation of your preferred stand constructor
- Visual or graphics of the stand by 8 April

All exhibitors are invited to read and abide to all exhibition and venue rules. It is the responsibility of each exhibitor to make sure that all safety and fire regulations are being respected by its staff and contractors.

Stand Construction

➤ Exit Signs

Exit signs must be:

- a minimum height of 200mm and a minimum width of 400mm
- on a 24 hour electrical supply and illuminated at all times
- positioned so they are conspicuous

Alternative means of escape and adequately maintained general and safety lighting, with maintained illuminated exit notices shall be provided to any enclosed area on a stand.

Emergency Lighting: The illumination provided by normal lighting and emergency lighting should be sufficient to enable anyone to see their way out of stands, seminar rooms and theatres at all times. The horizontal luminance at floor level provided from either source along the centre line of defined escape routes should not be less than 0.2 lux and preferably 1 lux. Any battery used for emergency lighting should be capable of maintaining the full load connected to it for a minimum of three hours after the failure of the normal supply.

Exits from stands: Alternative escape must be available from any point within a stand or structure leading to a place of safety. Escape routes should have a minimum, unobstructed height of 2.1m, other than within doorways, which should have a clear height of not less than 2.06m.

The minimum permitted gangway width is 2 meters, except within stands of less than 100m², where gangways must be no less than 1m wide.

There should be no obstruction that could impede the free flow of people using the escape route.

All floors should be even and have a firm, smooth and slip-resistant finish. Trip hazards should be avoided.

The maximum travel distance from any part of a stand to a gangway shall not exceed 50 meters. Where there is only 1 means of escape from the stand, this must be reduced to 20 meters. In either case, the maximum travel distance should be reduced by 25% where alcohol is being served

The exit from any stand (or if there is more than one exit, each exit) shall not be less than 1.0m wide (nominal) and shall discharge to a gangway.

Each exit shall be indicated by an exit notice as follows:

All exit notices shall be sited in conspicuous positions above or adjacent to all exit doors and openings and directional signs and notices shall be provided and sited to indicate the route of escape;

The size of letters of exit notices shall not be less than 125mm;

In any part of the centre or on any stand where the normal lighting may be dimmed or extinguished while the public are present, exit notices shall be illuminated internally and conform to the relevant British Standard.

Doors and gates forming part of an escape route shall be provided with a vision panel of clear glazing at sight level and must be hung to open in the direction of escape, clear of any steps, landings or gangways. Where necessary doors must be recessed so as not to open onto or obstruct the required width of any gangway or other escape route. Such doors shall be free from fastenings other than panic bolts in accordance with BS EN 1125.

Deliveries must consider the floor loading in the area of erection or unloading.

Hard hats and steel toe-capped boots are necessary PPE for working with steel structures. It may be necessary to cordon off the area of the build when overhead working is taking place.

As much of the construction as possible should be completed at floor level. This should include decking and the erection of handrails to ensure a safe place of work on the upper level, once lifted, to avoid the provision of additional safety measures such as temporary edge protection and fall restraint or arrest systems.

Welding and cutting (fabricating) is not allowed within the venue without the prior written consent of the venue. Please refer to Hot Works Permits.

Plant and equipment must only be operated by a competent person and copies of their licences or certificates must be available for inspection at any time.

Cranes (including Hiabs) are allowed but the positioning of the vehicle must be agreed by the venue to ensure that the weight loading is effectively distributed on the floor. Lifting the main deck using several forklift trucks is acceptable provided a method statement and risk assessment for such an activity has been submitted for review by the event organiser and The CCD.

➤ **Stand Construction: Construction Materials**

All materials used in the construction of stands, features and displays, including signs and fascias, shall be:

- of a suitable nature and quality for the purposes and conditions of their intended use
- adequately prepared and fixed in order adequately to perform the functions for which they are designed.
- non-combustible, inherently non-flammable or durably flameproof in accordance with BS476-Part 7.

- water-based, where applicable, e.g. adhesives and paint.

British Standards are the minimum acceptable standards for construction materials. Suitable samples of materials may be submitted to the venue for approval. Materials may be tested on site to ensure that they comply.

Any materials used in the erection or construction of an exhibition or stand shall be of a suitable nature and quality in relation to the purposes and conditions in which they are used, adequately mixed or prepared and applied used or fixed so as adequately to perform the functions for which they are designed.

1. All timber less than nominal 25mm (1") in thickness and plywood, hardboard, blockboard and chipboard less than 18mm (3/4") must be rendered flame resisting by a recognised process to a Class 1 standard when tested in accordance with BS 476 Part 7. Ply-hard and pulp boards which have been rendered flame resisting in a manner approved shall be branded with a recognised mark.
2. The use of plastic of a grade less than Class 1, BS 476 Part 7, whether in stand construction or display arrangements is prohibited. Limited amounts of plastic materials of a grade better than Class 3 can be permitted providing the details are submitted and approved prior to construction. Artificial plants and flowers must not be used for stand dressing. Silk type flowers must be marked to indicate conformity to BS 5438.
3. Textile fabric and other decorative material used for stand dressing must be flame proofed and comply with BS 476 Part 7 Class 1 and the Code of Practice for Fire Safety of Furnishings and Fittings in Places of Assembly. Any fabric, unless incombustible, may not be used for partitioning stands, forming offices and/or the back or sides of stands. The exception is treated fabric, which may be permitted as a ceiling, to single storey stands, where not exposed to the risk of fire from lighted articles dropped from above. When used for decorative treatment of such portions, the fabric must be backed with materials similar to that required for the construction of the stands. They shall be fixed taut to the backing board and secured at floor level by a skirting board not less than 75mm deep. Curtains on exit routes must hang not less than 75mm clear of the floor, be parted in the centre and must not impair view of the Fire Exit Sign.
4. Upholstered seating must meet the pass criteria for smoldering ignition source 0, flaming ignition source 1 and crib ignition source 5 when tested in accordance with 5 BS 5852 1990.
5. All painting must be carried out in water paint. Finishes having oil or cellulose base are not permitted to be applied on site.
6. Carpets and other textile floor-coverings must comply with BS 4790 and shall be secured and maintained so as not to cause a hazard. Only The CCD recommended carpet tapes may be used directly onto the exhibition floors.
7. All glazing must comply with current Irish Building Regulations including BS 6206 and BS 6262. Any large areas of clear glazing shall be indicated with manifestations such as warning stripes or dots etc. Overhead glazing shall be of wired glass, laminated glass or be otherwise adequately protected from shattering.

Paint Spraying: Paint Spraying is permitted subject to the following conditions:

- Only water based paints are used;
- Adequate arrangements are made by the operator to ensure that no paint is spilt on the hall floors or sprayed or splashed on the walls, columns or other parts of the building structure or equipment;
- The operation of the sprayer shall not cause a nuisance to other persons in the vicinity of the operation;
- Any paint deposited on the building structure, floors, or equipment, in the course of decorating or by spillage or any other means, will be removed by The CCD at the expense of the exhibitor
- ;
- A demonstration of the application of the spray paint will be required before granting approval. The

CCD may elect not to approve if deemed unsafe for others and/or the building environment.

Fabrics, drapes, curtains and hangings: Drapes, curtains, hangings, etc, must be inherently or durably flame-proofed. Otherwise they may be treated with a proprietary flame retardant. Test certificates must be forwarded to The CCD ten days prior to tenancy.

Fabrics used for interior stand decoration must be fixed taut and/or in tight pleats (not loosely draped) to a solid backing, secured above floor level and not touching light fittings.

Curtains on exit routes should hang 75mm clear of the floor, be parted in the centre and not conceal any exit signs.

Plastic: All plastic, including plastic plants and materials used for vision panels, etc, must conform to BS476-Part 7, Class 1. Polycarbonate materials are acceptable.

Timber under 25mm thick must be impregnated to Class 1 standard. Treated materials should have 'BS476-Part 7, Class 1' marked on them.

Boards, plywood, chipboard, etc. must be treated if under 18mm thick. The exception to this is MDF, which is acceptable for use due to its density. MDF may not be machined on site, as its dust is hazardous to health.

Platforms: Platforms are not essential even with floor electrical or plumbing services. Where a platform is to be provided it is necessary to make proper provision for access for disabled persons. The general height may not exceed 120mm but areas may be super-elevated for display purposes. Details of super-elevated platforms, above the height of 600mm to which persons have access are regarded as a multi-storey structure and must be submitted with proof of structural integrity to the Show Organiser for approval.

The flooring must not be less than a nominal 25mm thick. Flooring must, in any case be laid with close joints. Wood chipboard or blockboard used for a floor shall be of minimum thickness of 18mm. Platforms must be of a strength and stability sufficient to carry and distribute the weight of the stand fitting, stand personnel and visitors and exhibits having regard to the loading limits of the floors.

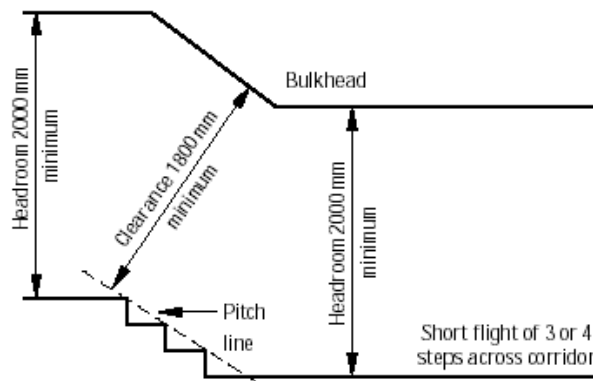
Building Columns: Where these fall wholly or partially within the area of allocated space, the Exhibitor may encase them.

The casing must be self-supporting and may not be fastened to the column. Only the face of the casings (not the column) that fall within the allocated space may be used for display of photographs or other pictorial matter. Where damage is incurred to the building columns, these will be repaired by The CCD at the expense of the Licensee.

Stepped Access, Ramps & Balustrades

Any stepped access having a total rise of more than 600mm shall comply with the following requirements.

The headroom shall not be less than 2000mm over any part of the stairway or landings and there shall be a clearance of at least 1500mm.



Additional headroom must be provided where short flights of three or four steps occur across a corridor. There is a tendency for some persons using such a flight to jump down all the steps at once. In these

circumstances, the clearance should be at least 1800mm (see illustration). A bulkhead should be incorporated rather than a down-stand beam whenever a short flight occurs across a corridor.

The width shall be at least 1m wide and if not subdivided by a central handrail, no more than 1.8m wide.

There shall be not fewer than 3 or more than 12 risers per flight.

The risers between steps shall not exceed 170mm in height and must be infilled.

Each step shall have an available tread, measured on plan, of not less than 280mm.

The going of the landing shall not be less than the width of the stairway.

Where tapered steps are constructed, the angle formed by the nosing of the tread and the nosing of the tread or landing immediately above it shall not be more than 15°.

Stairs and landings should be provided with protection against falling over the edge of the treads.

Gaps in the guarding must not exceed 100 mm.

Guarding should be designed in such a way as to discourage young children from climbing it.

Triangular openings may be left between the treads, the risers and the guarding, provided that the bottom of the guarding is not more than 50 mm above the pitch line.

Handrails must be securely fixed on any open side at a height of not less than 900mm nor more than 1000mm above the line of the pitch of the flight and balustrades not less than 1100 above landings.

Where stairs are enclosed on both sides with a wall, a continuous handrail must be provided on at least one side of the length of the flight if the steps are less than 1.0m and on each side if the width is 1.0m or more.

A suitable handrail should be rigid and strong enough to provide adequate support for users, be comfortable to grip and provide adequate resistance to hand slippage.

In areas open to the general public all handrails and balustrades must have vertical railings at 100mm c/c maximum or solid infills and shall be capable of withstanding a horizontal force of 3kN per metre of length.

In private areas with controlled access, handrails and balustrades must be fit for purpose and capable of withstanding a horizontal force no less than 1.5kN per metre length.

The treads and landings must be level and shall not be constructed of slats or perforated material.

Consecutive tapered treads shall each have the same going and rate of taper.

Cupboards formed beneath steps and ramps shall be lined throughout with non-combustible material.

Steps shall discharge onto the ground floor of the hall at a point where unimpeded access to a public gangway is achieved. If the occupants of the raised area have no choice but to make their way to single escape steps, the travel distance from any part of the upper area to those steps must not exceed 10m.

Any ramp having a total rise of more than 600mm shall comply with the requirements of 1 above. The slope of the ramp shall not exceed 1 in 12.

Balustrades shall comply with the recommendations of Technical Guidance Document K – Stairways, Ladders, Ramps & Guards of the Building Regulations and BS 6180: 1999, Code of Practice - Barriers in and about buildings. Balustrades must be provided to protect exposed edges of landings, balconies including any change in level exceeding 360mm and must comply with the requirements of 1. (j) and (k) above.

* Purpose built access steps provided as a product, to gain access to boats, motor homes, static caravans and other similar exhibits are required to comply with BS 5395-1:2010, Code of Practice – Design of stairs with straight flight and winders, including compliance with the following:

The headroom shall not be less than 2000mm over any part of the stairway or landings.

The width of the steps and platform or landing may not be less than 450mm, provided that the width is equal to or greater than the entrance width of the exhibit.

The risers between steps shall not exceed 170mm in height and must be infilled so that the gap between the treads is not greater than 100mm.

Each step must have an available tread, measured on plan, of not less than 280mm, and shall not be constructed of slats or perforated material.

The depth of the clear area or “landing” at the top and bottom of the steps must not be less than the width of the steps.

Open steps provided as a product must be temporarily adapted to provide solid treads and risers.

Handrails on all stairs and platforms must be provided in accordance with the requirements of 1 above.

*Note: This paragraph does not relate large/full-size access stairs to, for example, very large boats etc which are required to be designed in accordance with 1 above.

➤ **Erection, inspection and dismantling**

The critical erection stages for temporary demountable structures, including exhibition stands, complex structures, shell scheme, should be identified during the design process. An erection Method Statement, together with drawings, is necessary for this purpose.

A Risk Assessment must be carried out by a competent person to identify the hazards associated with the design, construction and operation of a temporary demountable structure, determining the level of risk for people constructing, dismantling and using the structure, and assessing the likelihood and consequences of an incident. This must be submitted to The CCD not later than six weeks prior to the first day of tenancy.

The structure should be erected safely in accordance with the erection method statement and drawings provided.

Appropriate bracing should be arranged to provide stability at all stages of erection.

Inspection is essential to maintain the safety and integrity of a demountable structure. An inspection of a temporary structure must be made by The CCD appointed Structural Engineer on construction of the temporary structure. The results of this inspection should be recorded on the completion certificate.

Damaged or defective components should be clearly marked and removed from the site as soon as possible.

Stand Plans: All work must be carried out in conformity with the requirements of the Rules and Regulations of The CCD.

It is the duty of all services providers, irrespective of stand size, to take reasonable steps to ensure that people (visitors) with disabilities are able to access and make use of those services.

All stand structures, signs, notices, etc., must be confined to within the area allocated and must not project into or over the gangways.

Suspension from the roof of the halls or fixing to the structure of the building may only be carried out by The CCD.

Space Only Stands: Detailed scale drawings, including plan views and elevations of all space only stands must be submitted to the event organiser prior to the event, so that they may ensure that the plans comply with The CCD's regulations. These details must then be forwarded to The CCD Technical Production Manager.

Details of the materials used to construct the stand, a plan showing its location within the exhibition, a risk assessment, (to include fire hazards) and method statement must also be submitted.

Space only stands must be constructed by a competent stand building contractor . Sign off on the safe construction must be completed by your floor manager and submitted to the venue Event Manager or Technical Production Manager.

If any part of the stand is over 4m in height, it will be deemed a complex structure and must be signed off by an independent, qualified Structural Engineer. Please refer to Section 39.2 below in respect to Complex Structures.

It is the event exhibitor's responsibility to ensure that space only stand plans comply with all relevant regulations. Where plans are required to be submitted to the venue, as in the case of complex structures, the exhibitor or appointed stand plan checking contractor must be satisfied that the plans and all accompanying documents are complete and fully comply before submitting them.

The following is a guide to the elements of a space only stand plan which should be checked in:

- Documentation – Is it complex or not and are all the required plans and documents included?
- Dimensions – Does it fit the space and is the orientation correct?
- Height – Does it conform to the venues maximum construction height?
- Stability – Is the stand self-supporting?
- Dividing walls (if applicable) – Are they shown? Are they self-supporting?
- Construction materials – Have they been identified and do they comply?
- Floor covering – Is it indicated?
- Ceiling – What material?
- Columns (where applicable) – If there is a building column on the stand area, has it been shown and if being clad, is the cladding self-supporting? Has access been allowed to any services which may be provided from the column?
- Fire points – Is the stand adjacent to a fire point? Will the fire point be kept completely clear?
- Services – Is the stand accessible to services/over a hall service duct? If services are required, is a platform to be built?
- Platform – If there is a platform how high is it? Has the height been included in the overall height of the stand? Are the edges highlighted? Do the corners comply? Has a ramp been incorporated? Are the vertical sides in-filled?
- Enclosed areas – Are there any store rooms or offices? Is a secondary means of escape required? Is fire detection required? Is the travel distance from any part of the enclosed area to a gangway more than 20m?
- Doors – Have vision panels been incorporated? Are the vision panels between 900mm and 1500mm above floor level? If the door is a concertina has a vision panel been incorporated adjacent to the door; do they open outwards without encroaching into gangways?
- Rigging – Is anything to be rigged, eg banners, lighting?
- Turntables/rotating signs – Are there any?
- Steps – Are the risers and treads compliant and consistent? Are edges highlighted?
- Handrails & balustrades – Are they at the correct height? Do they have anti-climb rails?
- Lighting – Is there any low-level lighting? Any neon lighting?
- Travel distances to exit routes – Are they within maximum permitted?
- Special risks – Are there any items or proposed activities of special risk?
- Demonstrations – Check positioning on stand. Is there space for an audience?
- Seating – If seating is provided, does it comply?
- Kitchens & bars – Have all relevant details been supplied?
- Water features – Are there any?

Double-deck stands

- Construction – Are measures in place to prevent live-edge working?
- Method statement – Does this fully detail how the upper deck will be built?

- Staircases – Is the correct number provided in relation to the upper deck maximum travel distance?
- Toe-boards – Are they fitted to the upper deck?
- Equality Act – Are services provided on upper deck available to those with disabilities?

Complex Structures: A complex structure is any form of construction of any height, which may require input from a structural engineer.

If a stand is not constructed from 'shell scheme', it is the responsibility of the stand designer to determine whether the construction is complex or not.

Examples of complex structures:

Any structure, regardless of its height, which requires structural calculations

Multi-storey stands

Any part of a stand or exhibit which exceeds four metres in height

Suspended items, e.g. lighting rigs

Sound/lighting towers

Temporary tiered seating

Platforms and stages over 0.6m in height and all platforms and stages for public use (not including stand floor flats and platforms)

The exhibitor is responsible for submitting full details of all complex structures no later than 6 weeks prior to the first day of the event build. Permission to build any complex structure will not be given until the venue has received a copy of the following information (written in English):

Detailed, scaled structural drawings showing:

Plan views of each storey of the stand

Sections through each storey of the stand

Elevations including full steelwork and staircase details

Width and position of gangways within the stand

Floor and/or roof loading

Specifications of materials used

Structural calculations

Risk assessment (to include fire hazards) and method statement

If a structure is deemed to be a complex structure by The CCD, we will appoint an independent structural engineer who will confirm the design is safe for its purpose and issue a design certificate to Dublin City Council.

Please note, there is a cost to engage the independent structural engineer and payment is made on submission. This fee covers the following scope of works, which is in line with the criteria of Dublin City Council:

Review design drawings and calculations for temporary tiered stand and auditorium stage.

Issue Design Certificate for temporary tiered stand and auditorium stage to DCC and CCD.

Inspect completed erected temporary structures when built on site and ensure structural integrity and stability is adequate and safe and fit for purpose.

Issue Construction Certificate for temporary structures and issue to DCC and CCD.

Each item of information should state the event name and stand number. Complete sets of information only should be submitted, together with a plan showing the location of the stand within the exhibition.

If any complex structure is modified after the submission of the above information, plans must be re-submitted with details of all modifications and a structural engineer's confirmation that the final overall design is safe for its purpose.

The event will not be deemed safe for visitors until all certificates have been received by the venue On Tuesday, 4 June, the CCD will be present, together with the Health and Safety inspectors, at 14:00 in the exhibition area to proceed with the inspection of each booth. Please make sure the stand is finished by this time.

Vehicle Displays

Motor Vehicles in Halls: No vehicle propelled by an internal combustion engine shall enter any building in which an exhibition is taking place during the time that the exhibition is open to visitors.

No motor vehicles used for delivery of materials or exhibits are permitted to remain in the Halls overnight. If required to remain at the Centre the Security Staff are to be advised and the vehicle parked where agreed by the Security Staff.

All petrol fuelled motor vehicles or other petrol-engined equipment fitted with a fuel tank, including boats, plant or machinery, must comply with the following:

- The CCD must be advised of all areas where these exhibits will be shown.
- The fuel tanks of motor vehicles must contain only sufficient fuel to move the vehicle out of the hall.
- The fuel tanks on all other petrol-engined equipment must be empty.
- The fuel tank must be sealed with a locked cap.

All batteries within vehicles must be removed, disconnected on all terminals or permanently isolated and made safe before the public is admitted to the Hall and not reconnected until after the final closure of the exhibition.

All vehicles must be provided with a drip tray and shall be positioned within the boundaries of the stand so that any protrusions, doors, tail lifts etc, do not infringe the stand perimeter.

The running of internal combustion engines during the open period of an Exhibition is strictly prohibited.

For vehicles required to operate as part of a presentation, "parked" positions must be clearly defined and agreed with The CCD. Suitable fire extinguisher(s) must be provided at each "parked" position.

Filling or emptying of fuel tanks inside the hall is strictly prohibited at any time.

Vehicles in Public Circulation Areas: No vehicles, hand propelled or motorised, are permitted to traverse the Foyer Spaces except those fitted with rubber or similar tyres and with a wheel loading of less than 250kg (5 cwt) laden.

The display of vehicles in the Foyer Areas is subject to approval by the venue. Vehicles must be clean including tyres, supplied with a drip tray and pushed into position. There will be a facilitation cost associated with display of vehicles in the foyers.

No vehicles are allowed to traverse the Foyer Areas if the venue is open to the public.

Refuelling: No re-fuelling or re-changing of vehicles and plant is permitted on site.

Required Health and Safety Information

1. Location of the vehicle(s) marked on a scaled drawing
2. Weight loadings and dimension of the vehicle(s)
3. Risk Assessment for the display of the vehicle(s)
4. Fire Risk Assessment to detail any additional fire safety measures that need to be put in place
5. Copies of the proof of drivers training
6. Specific details for the vehicle(s), e.g. car registration, make, model and value
7. Insurance details for the vehicle(s)
8. Method Statement of how the vehicle(s) will be moved to their desired location within The CCD

SHIPPING AND FORWARDING

Official freight forwarder



Niall Thompson

niall@interflow.ie

Tel: +353 (0) 1 6853845

Beverley Marchi

beverley.marchi@interflow.ie

Tel: +353 (0) 1 6853845

Service includes:

International freight forwarding

Customs clearance

Advance warehouse

Fork lifting and on-site handling

Empty case storage

Return freight

Shipping & Handling:

We require all deliveries to the venue to be scheduled with our official shipping and handling agent, Interflow Logistics Ltd. The Convention Centre Dublin will not accept deliveries prior to the buildup so we strongly advise you to ship via the advance warehouse. The Convention Centre Dublin does not permit storage of any kind. Please contact Interflow for all shipping, handling and storage requests.

To schedule a delivery slot please contact: Beverley Marchi, Email beverley.marchi@interflow.ie, Tel: +353 (0) 1 6853845.

EXHIBITION SERVICES

AUDIOVISUAL

Present communication methods are highly supported by computers, television and sound systems. The CCD cooperates with leading suppliers of technical equipment and offers exhibitors a wide range of products and services for optimising communication on the stand. This concerns all sorts of needs from showing a demonstration video to setting up sound systems in connection with live presentations. To view the prices for all services offered, please refer to the order form from ECS Ltd.

BUSINESS CENTRE

The CCD does not have a business centre. However, Snap Printing on Mayor Street, just five minutes' walk from the venue, offers full printing and design services for printing documents or creating posters. Please ask the ITS staff for further details.

WIFI/INTERNET

The CCD provides with a Guest Wi-Fi service. Please be aware that it is only powerful enough for general surfing, checking e-mails etc, not downloads. It can support up to 2000 concurrent users but the speed will reduce, the more users are online.

We strongly recommend you order internet from the CCD to avoid any disappointment and/or slow communication . Please contact the CCD at <http://www.theccd.ie/index.jsp?p=101&n=266&a=0> and use 11168 as pass number. All internet and WI-FI orders close 15 working days before the first build day of the event. There is a free WIFI service for delegate use in the foyer spaces in the building, however this is unsuitable for exhibitor use.

BARCODE SCANNER HIRE**Terms and conditions****Price**

Price for the whole duration of the Congress

€290 + VAT for the 1st badge reader

€120 + VAT for additional badge reader

Ordering deadline

Orders at this rate will be taken until 24th of May 2013.

After that date, there is an additional charge of 20%.

To order on line, please go to:

<http://portal.key4events.com/event/its2013?code=bb9dcf>

Cancellation

There are no cancellation fees until the 24th of May 2013

Cancellation fees of 50% per unit will apply from the 27st of May 2013.

Cancellation fees of 100% per unit will apply after the 31th of May 2013.

Deposit

€600 will be charged for any lost or broken barcode reader and €150 for any lost or broken charger.

Credit card details are required as a guarantee during the congress.

Picking Up

From the 4 June 2013 at the Badge Reader desk at the CCD main entrance lobby.

Return

When you have finished using the reader, return the equipment to the Badge Reader Desk.

Comments

Comments should be made online up to 30 days after returning the badge reader. Please keep your receipts after you download data.

Contacts

Any questions? Please feel free to call:

+33 (0)4 97 08 14 14 or mail at: key4lead@key4events.com

www.key4events.com.

Contact

Key4Events

Marie Lecomte

Email: key4lead@key4events.com

Tel: +33 497 081 414

Deadline: 09 April 2012

CATERING

No exhibitors shall distribute or give away any item of food or drink not supplied the CCD. To book your Food and Beverage items please follow <http://www.theccd.ie/index.jsp?p=101&n=266&a=0> and use 11168 as pass number.

CLEANING AND WASTE COLLECTION

General cleaning of the exhibition hall will take place during exhibition build and prior to the exhibition opening each day. This service is free of charge to exhibitors. Unwanted paper and packaging should be placed in the aisles at the end of each day for collection and recycling. It is the responsibility of each exhibitor to ensure their stand is clean and tidy. Cleaning of exhibition stands can be facilitated at a cost to the exhibitor. This must be pre-ordered via the online ordering facility at <http://www.theccd.ie/index.jsp?p=101&n=266&a=0> and use 11168 as pass number.

Please be aware that, with the exception of recyclable paper, cardboard and food and beverage packaging materials (except polystyrene), all exhibitors are required to dispose of their own rubbish. This includes wooden pallets, unwanted stand building materials, unwanted carpet and associated flooring materials.

Cleaning During the Exhibition or Event

The exhibitor must provide adequate access and freedom of movement to allow the cleaning operation to take place daily with particular consideration to opening or performance times.

After an exhibition has closed each day, stand holders must use clear plastic bags and segregate their waste for recycling collection (no liquids please). Segregation of waste in the following categories:

- Dry mixed recyclables (empty plastic bottles non confidential paper, newspaper magazines, empty cans, clear plastic wrap, empty Tetra Pak);
- Food waste – (fruit, teabags, banana skins, all types of catering food waste, paper napkins , paper handtowels, soiled paper plates);
- Glass - All types of empty glass bottle. The clear plastic bag must then be placed in the gangways following the closure of the exhibition for removal by the night cleaning staff. Under no circumstance must recycled waste be placed in the gangways other than in clear plastic bags, or at other times than as stipulated above. Any other items left in the gangway will be deemed as recycling and disposed of.

Waste Removal after the Exhibition

At the end of the exhibition or event, the contractors and exhibitors are responsible for the removal of all waste, debris and stand fitting created in the dismantling of their stand. You may book a container at <http://www.theccd.ie/index.jsp?p=101&n=266&a=0> and use 11168 as pass number.

Hazardous Waste

The venue must be notified at least 28 days prior to tenancy of any Hazardous Waste, as defined by The Waste Management Act 1996-2008 Section 4 (2) and as listed in Schedule two of the Act, that may be generated during the open period or left after a show. Examples: Solvents, Paints, Inks, Oil, Contaminated rags with Oil or Paint, Aerosols, Chemicals, Unmarked liquids, Tyres, Electrical equipment,

The disposal of such waste will incur additional costs. Clinical waste is also covered under the Hazardous Waste Regulations in the Second Schedule, Part 1 as listed under Category 1 Waste.

Medical Nature, Paints, Solvents and Chemical Waste

If you need to dispose of a lot of your waste at the end of your event which is of a medical nature, paints, solvents and chemical waste, please contact your Event Manager, and a skip or appropriate safe disposal can be arranged by quotation.

The exhibitor shall notify The CCD of the use of paints, solvents and chemicals. At the end of the Licence Period, the exhibitor shall remove all paints, solvents, sodium lamps, fluorescent tubes and chemicals from the venue. Those requiring disposal shall be removed by an approved waste carrier, and taken to a waste manager licensed to accept such waste. The CCD can quote, on request, for making the necessary arrangements. Costs for proper disposal will be re-charged where materials are left behind.

Skip Hire

Skips can be provided on hire for the removing and disposing of crates, carpets, stand fitting materials, and other items by the exhibitor or its contractor, whether before, during or after the exhibition.

Any skip brought into the exhibition halls must be ordered through the venue. Third Party Skips are not permitted into the exhibition halls

In the event of any materials being abandoned in the halls the exhibitor will be liable to meet the costs incurred by The CCD in arranging their disposal.

Cleaning and Waste Removal

To comply with The Waste Management Act 1996-2008, waste materials shall not be abandoned on site, or deposited in The CCD waste containers or skips.

The exhibitors and contractors are responsible for the removal of any other waste, including:

- carpet - except scraps
- crates/pallets
- building waste, such as bricks, sand and stand fitting materials
- metal work
- large items that will not fit into rubbish receptacles or that need to be removed by mechanical means
- hazardous waste – e.g., paints, solvents, chemicals, clinical waste, aerosols, oils or lubricants, including rags used in the application of these substances
- cooking oils
- strip lights (fluorescent tubes) and light bulbs
- material produced by working demonstrations of exhibits.

In accordance with The Waste Management Act 1996-2008, items requiring disposal shall be removed by an approved waste carrier and taken to a licensed waste management company. The CCD can provide quotes, on request, for making the necessary arrangements.

All such items must be removed from the exhibition halls in sufficient time for the venue's cleaning contractor to clean the floors within tenancy hours on the last day of the license period. If such items are not removed, the venue may arrange for their removal and any associated costs will be passed on to the exhibitor. The venue accepts no responsibility for any items left on the premises after tenancy hours on the final day of the license period.

All items must be removed by 14:00 on Tuesday, June 4.

Build Up Waste Removal

All gangways should be maintained and there should be a clear route provided to all Fire Exits during the build-up of the event. If there is no clear route the clearing of gangways cannot take place therefore potentially delaying the build of an exhibition/event. The exhibitors and contractors are to monitor the gangways ensuring that all stand fitting, product and equipment are not blocking access for the cleaning team.

Below summarises the service during the build:

- Gangway recycling waste is removed as generated, excluding recycling waste on exhibition stands or recycling waste generated during the set-up of a working demonstration of exhibits. Please refer to section on Recycling waste.
- Any items left in the gangway will be deemed as recycling waste and disposed of.
- Clean dry and leave in slip free condition.
- Position hazard signs as appropriate.
- Remove and dispose of in a safe manner any breakages of glass

Build Up Pre-Clean

On 4 June 2013, all work in the nature of construction or erection of stands at an exhibition must be completed. All vehicles, plant, ladders, trestles, scaffolds, trolleys, spare material and other items used in connection with the construction and erection of stands at an exhibition must be removed from the halls. At the same time all exhibits and exhibitors' materials required for the exhibition must be removed from the gangways in the halls and placed on stand areas to allow the company's cleaning staff to sweep the gangways and clear the recycling waste from the halls overnight.

The exhibitor must provide adequate access and freedom of movement to allow the cleaning operation to take place in reasonable time prior to the commencement of the open period. If sufficient time is not provided by the exhibitors, cleaning may not be completed and therefore may lead to the opening of the exhibition being delayed.

All Full Service stands will be cleaned daily, after the exhibition time and during the open days of the event. This service includes vacuuming of the stand and emptying the trash bins. At the close of the exhibition each day, exhibitors are requested to ensure that waste is separated for recycling and left in the gangways for collection. Closed storage rooms will not be cleaned unless someone is on the stand. For safety reasons, during build-up, gangways must be left clear and not obstructed in anyway. Exhibitors are responsible for arranging their own disposal of debris and all waste materials. All Space Only stands will be cleaned daily, after the exhibition time and during the open days of the event. This service includes vacuuming of the stand and emptying the trash bins.

DELIVERY AND REMOVAL OF GOODS / STORAGE

The CCD does not provide storage facilities for exhibitors. Storing of packaging and literature to the side or behind stands is forbidden as it creates a fire risk.

Interflow Logistics Ltd

For storage, Please contact

Niall Thompson

niall@interflow.ie

Tel: +353 (0) 1 6853845

Beverley Marchi

beverley.marchi@interflow.ie

Tel: +353 (0) 1 6853845

ELECTRICAL INFORMATION

Electrical Power Supply

- The CCD shall provide all electrical supplies required by the exhibitor.
- The use of portable generators by the exhibitor shall not be permitted.
- Contractors and exhibitors must be aware of all current regulations that apply to electrical installations and that they adhere to them.
- All installations will be tested for compliance with the regulations and will not be energised if found to be unsafe.
- Appliances supplied and used by stand holders must be PAT tested before being used and proof of this will be required. Stand holders own equipment must also comply with the regulations and will be subject to spot checks.
- All electrical work must be carried out by suitably qualified and experienced electrical personnel and documentary proof of competence may be required.
- Every stand shall have its own means of electrical isolation, which must be easily accessible.
- External installations must be protected by a safety device known as a Residual Current Device (RCD).
- Particular attention must be given to the earthing regulations.
- No exposed means of cable joints will be permitted.
- No lamp-holders using spikes for connections will be permitted.
- Particular attention should be paid to the regulations relating to extra low voltage lighting (SELV).
- Socket outlets must never be closer than 2 metres from a sink unit (unless protected by an RCD and floor sockets must be protected against ingress of water.
- No multi-way adaptors are to be used.
- All electrical equipment is to be suitably guarded with proper consideration for its use.
- Lamps and appliances with high temperature surfaces should be guarded and used well away from combustible materials.
- Permission from The CCD is required before using step-up transformers or any form of H.T. lighting.
- All appliances for heating purposes (inc. kettles, cookers or heaters) must be thermostatically controlled.

- The wiring in of stands flexible cords is not allowed. The maximum length of flexible cord to an appliance is 2 metres. Extension leads on reels/drums or in coils of flexible cord are not permitted.
- Plug tops must comply with the appropriate standards and be suitably fused.
- Overhead cables are not permitted to be hung/ pulled across aisles/ walkways between stands.

MEDICAL EMERGENCIES/MEDICAL ASSISTANCE

If you require First Aid Assistance please contact a member of The CCD Team or The CCD security Team who will dispatch a qualified Occupational First Aider to deal with the incident.

Emergency Services can be contacted on 999 or 112.

Additionally there are a number of medical centres in close proximity to The CCD.

- Custom House Square Medical Centre

2 Gandon House Mayor Street Lower International Financial Services Centre Dublin 1

Tel: +353-1-8290902 - Appointments Fax: +353-1-8290906 <http://www.custommedical.ie/>

Opening Hours: Monday to Friday: 7.00 am - 7.00 pm. Saturday: 10.00 am - 2.00 pm.

The practice remains closed on Bank Holiday Saturday and Monday. In case of emergency outside our working hours please contact D-DOC clinic on 1850-224477.

- Hanover Medical

1 Forbes Street, Sir John Rogerson's Quay, Dublin 2. T: (01) 678 6086 F: (01) 670 6020
<http://www.hanovermedical.ie/>

Opening Hours: Monday to Thursday: 8am - 7pm Friday: 8am - 3pm

FURNITURE

Full Service stands: If in addition to the furniture package supplied with your Full Service Stands, extra furniture is required, please contact **ECS Ltd**:

JOE EARLY
Director
ECS Ltd (Exhibition & Conference Services)
Unit 3, Road O, Tougher Business Park
Naas, Co Kildare, Ireland

Mobile: +353.872.575377
Office Phone: +35.45.409420
Office Fax: +353.45.435802
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HOTEL BOOKING

Rooms in various hotels and price categories have been reserved at preferred rates for the 9th ITS European Congress and Exhibition 2013. Detailed and useful information on all pre-selected hotels, including photos, location, distance from conference venue and prices is available on the [ITS 2013 page](#) Please note that the number of rooms is limited and requests will be treated on a first-come, first-served basis. We recommend you to reserve rooms for your staff early well in advance before the event. For group accommodation requests (minimum 10 rooms), please contact directly:

IOANA PETRICEAN

Registration Coordinator
register@itsineurope.com

Tel: +32 (0)2 789 2336

Mob: +32 (0)496 540 400

Fax: +32 (0)2 743 15 84

LASERS

Any person demonstrating or using laser products must:

- Comply with BS EN 60825 Safety of Laser Products.
- At least 14 days prior to the first day of the License Period, submit to The CCD for approval, full details of the equipment that will be used (including in the case of display lasers an explanation as to how compliance with HS (G) 95: "Guidance on the Radiation Safety of Lasers used for Display Purposes" will be achieved) and provide a layout plan of the stand/event using the checklist contained in section 5.)
- A suitable and sufficient risk assessment must be undertaken to adequately identify hazards and risks and detail how these will be controlled and managed.
- Persons undertaking activities associated with laser equipment must employ safe systems of work during installation, use and removal.
- Suitable fire extinguishers and warning notices must be provided.

Display Lasers

- Audience scanning/specular reflection into the audience is not permitted.
- All display lasers must include an infrared filter.
- Display lasers within the 4-10 Watt and 11-30 Watt categories are hazardous and will not be permitted.
- 360° degree mirrors within a laser control system can affect safety. A repeatable system in which the beam direction is consistently monitored should be used.

MEETING ROOMS

A number of meeting rooms will be available for rent at the CCD.

Please contact exhibit@itsineurope.com for further information.

NOTE: meeting room allocation will be done on a first come first served basis.

SECURITY

Whilst every reasonable precaution is taken during the show to ensure the premises are adequately patrolled, the show management and the Organisers of the event expressly disclaim responsibility for any loss or damage to property of any exhibitor from any cause.

To help ensure good security at the show, please follow these points:

- Make one member of your team responsible for your company's safety and security at the exhibition.
- Do not leave cash, handbags, mobile phones, valuables etc. in unlocked drawers, cupboards or on exhibits on your stand,
- Do not leave wallets in unattended clothing,
- Check all lockable desks and cupboards are locked before leaving your stand,
- Please note that build up and breakdown days are high-risk periods. You are recommended to work in pairs so that the stand is manned at all times,

- Make sure you arrive prior to the official opening time and do not leave your stand at night before the hall is clear of visitors,

Should you have small valuables, which you wish to leave on your stand you are advised to provide yourself with lockable steel cabinets or other safe storage areas.

The CCD will provide stewarding throughout the exhibition halls on event open days. However, each exhibitor is responsible for their stand and its materials. All stand valuables should be secured overnight or when your stand is unmanned. Please be extra vigilant during build and breakdown times. Please contact <http://www.theccd.ie/index.jsp?p=101&n=266&a=0> and use 11168 as pass number if you wish to arrange additional security cover for your stand.

STAND CONTRACTORS/ RISK ASSESSMENT

Exhibitors may employ a stand contractor of their choice for all areas of your stand, except full service stands (and additions to full service stands) for whom the official contractor is ECS Ltd.

If you employ a contractor to build your stand (Space Only), it is essential that your contractor is fully aware of his or her responsibilities and that all work must be carried out in conformity with the requirements of the "Rules and Regulations" as specified in the exhibitor manual. All Space Only stand contractors must submit a risk assessment and stand plans.

STAND RECEPTIONS

Exhibitors who wish to organise a reception at their stand have to inform ERTICO/ITS for firm approval. Every stand reception, in order to take place, needs to receive prior approval by ERTICO/ITS.

Please note that stand receptions can only be held within the opening hours of the exhibition and should not conflict with the sessions.

Please contact: exhibit@itsineurope.com

WATER

The CCD does not offer water or waste supplies directly to exhibition stands.

TROLLEYS

Exhibitors should bring trolleys to transport goods from their vehicles to stands. The CCD will not provide these on site.

CONGRESS REGISTRATION

The ITS registration desk, located on the lobby level at the CCD, will be open during the following times:

Exhibitor Registration

Tuesday, 4 June 09:00–18:00

Congress Registration

Tuesday, 4 June 11:00-18:00

Wednesday, 5 June 08:00-17:00

Thursday, 6 June 08:00-17:00

Friday, 7 June 08:00-13:00

Badge pick-up

Exhibitor staff badges will be available for onsite pick-up at the Exhibitor Registration Desk in the registration area of the CCD, from 09:00 am on Tuesday, 4 June.

Exhibitor badges may be picked up by each individual exhibitor staff, or one company representative may pick up all badges (group pick-up). In case you organise badges pick-up through one representative (i.e. group leader), the person receiving the badges is responsible for distributing them, so please do not forget to inform your colleagues about this. No badges will be reprinted for individuals who will arrive to pick up their badge if it has already been collected by the group leader. The ITS/ERTICO Secretariat will contact each exhibitor group leader individually in order to specify your preferred badge pick-up option and time.

Questions?

If you have any questions or need assistance with registration, please contact the ITS/ERTICO Secretariat.

Contact

IOANA PETRICEAN

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RULES & REGULATIONS

Exhibition Policies**FIRE RISK ASSESSMENT**

When introducing any additional fire risks to The CCD as part of the event, the exhibitor must carry out a fire risk assessment. This must focus on the safety, in case of fire, of all relevant persons. It should pay particular attention to those at special risk, such as those with mobility issues and special needs. It must also include consideration of any dangerous substances liable to be on the premises. Fire risk assessment assists in identifying risks that can be removed or reduced and establishes the nature and extent of the general fire precautions needed to be taken in order to protect people from the remaining fire risks.

The key question to be asked here is 'to what extent does my show alter the dynamics of the fire risk in the hall?'

Typical aspects which would increase the fire risk would be:

- Naked flame on stands (candles or gel burners)
- Use of compressed or flammable gases on stands
- Use of pyrotechnics, lasers and other stage effects
- Cookery demonstrations
- Exhibition of motor vehicles Likelihood of illegal smoking in outfield areas or in built storage

areas on stands

- High levels of packaging waste
- High numbers of complex structures
- Hot works during stand construction
- Dressing of stock or Octanorm panels with untreated (non-flame retardant) materials

Any stand which is a complex structure or space only stand which large numbers of people could gather will need a fire risk assessment simply because of the escape issue.

FIRE FIGHTING EQUIPMENT

The CCD will provide an appropriate level of fire extinguishers to cover the building and catering points within your event.

If there is an additional requirement for firefighting equipment for your event or on your stand, as identified in your fire risk assessment, e.g. cooking demonstrations on stands, it is the exhibitor or event organisers' responsibility to provide same.

COSTS

Any extra costs incurred by The CCD in providing special types of extinguishers will be charged to the exhibitor/ event. If an extinguisher is used during an event as a result of activities introduced to The CCD, the price for replacement will be levied with the Event Organiser.

FLAMMABLE OILS, LIQUIDS & GASES

No flammable oil, liquid or liquid petroleum gas shall be used within The CCD without the prior written consent of The CCD.

Fuel oil used in connection with any oil burning equipment shall have a flash point of not less than 54oC (130oF) and shall be in accordance with BS 5410. Paraffin and other mineral oils shall not be used without the consent of The CCD.

Flammable liquids and gases must comply with Part 8 of the Safety, Health and Welfare at Work (General Application) Regulations 2007, European Communities (Equipment and Protective Systems Intended for Use in Potentially Explosive Atmospheres) Regulations 1999 and the Dangerous Substances (Storage of Liquefied Petroleum Gas) Regulations, 1990.

Where flammable spirits are used for cleaning machinery and other apparatus, provide metal bins with firm fitting lids for cleaning swabs and other such materials after use, and arrange for the bins to be emptied when full and at the end of each day of the exhibition, at the expense of the exhibitor and separated from the normal waste collection service.

Only provide on the stand sufficient of the flammable materials for one day's usage and arrange for all materials in excess of daily requirements to be stored in a suitable flammable materials store, with the agreement of The CCD Fire Safety manager.

Provide suitable warning notices on the stand drawing attention to the flammable nature of the materials.

CONDITIONS OF USE

- Detailed specifications of the working of such exhibits and appliances together with a plan, showing their location on the stand, shall be submitted to The CCD at least two months prior to the beginning of tenancy, giving details of the materials, quantity and purpose for which the materials are required.
- Not more than one of each model or type may be exhibited in a working demonstration.
- Each working exhibit shall only have sufficient oil, liquid or gas for one day's use only.
- The oil, liquid or gas shall only be replenished at times when the public is not present in the Halls.
- No spare oil, liquid or gas may be stored on the stand other than that already in a working exhibit.
- Each working exhibit shall be firmly fixed or placed in such a position that it cannot be overturned.
- Where working exhibits are within reach of exhibition visitors, notices shall be displayed stating that the appliance is working and should not be touched.
- Each stove shall be manufactured in accordance with BS 3300.

FUMES, VAPOURS, LIQUIDS, GASES, DUSTS AND FIBRES

Any exhibit, process or feature that is likely to generate and/or emit gases, vapours, liquids, fumes or dusts into the halls shall be so constructed so as not to be prejudicial to health or a nuisance and shall comply with the requirements of Part 8 of the Safety, Health and Welfare at Work (General Application) Regulations 2007, European Communities (Equipment and Protective Systems Intended for Use in Potentially Explosive Atmospheres) Regulations 1999 and the Dangerous Substances (Storage of Liquefied Petroleum Gas) Regulations, 1990. For this purpose a sample of a Chemical Risk Assessment template is included in Section 5.

DEFINITIONS

Gases

Formless fluids usually produced by chemical processes involving combustion or by the interaction of chemical substance. A gas will normally seek to fill the space completely into which it is liberated e.g. nitrogen gas widely used in vessels due to its chemically inert properties.

Vapours

The gaseous form of a material normally encountered in a liquid or solid state at normal room temperature and pressure. Typical examples are solvents, e.g. thinners that release vapours when the container is opened.

Liquids/Mists

A state of matter with definite volume but no definite shape, like water. The routes of entry for liquids could be ingestion and skin contact. If finely dispersed, then they become a mist and therefore inhalable.

Fumes

Solid particles formed by condensation from the gaseous state e.g. lead fume.

Dusts

These are solid airborne particles, often created by operations such as grinding, crushing, milling and sanding e.g. MDF dust. The size of the dust particles is important as there is a difference between inhalable and respirable dusts and the nature of the hazards they present.

Fibres

Dust may be created that is made up of tiny fibres e.g. textile fibres. The fibres may become airborne during certain processes. The fibres may be so small that they fall into the respirable range and as such may be inhaled deep into the lungs.

Smoke

A substance made up of small particles of carbonaceous matter in the air, resulting mainly from the burning of organic material, such as wood or coal.

1. Full details of the hazards arising, how they are harmful to health and the range of control measures which will be implemented must be provided to the venue at least 28 days before the event by the submission of a suitable and sufficient Chemical Risk Assessment carried out by a competent person.
2. The show organiser must ensure the level of risk is reduced to as low as is reasonable practicable and to this end eliminate exposures to substances harmful to health.
3. Where appropriate the show organiser must provide the venue with written information regarding the monitoring procedures they plan to implement (e.g. fume monitoring arrangements).
4. Full responsibility of compliance to the Chemical Agents Regulations rests with the show organiser.

Hazardous Substances

- Details of any hazardous substances being brought to The CCD are required to be submitted to The CCD Event Manager at least 28 days prior to tenancy. These details should include the name of the substance, location of where the substance will be used during the event (e.g. stand number), quantity of substance and any specific disposal requirements.
- Event organiser to collate the appropriate Chemical Risk Assessment and retain a copy of the associated Safety Data Sheets for each hazardous substance. All control measures; precautions and emergency procedures detailed in the Risk Assessment must be implemented by a named responsible person that is present when the hazardous substance is on site. Further information on Chemical Risk Assessments can be obtained from the Health and Safety Authority website at the following link - http://www.hsa.ie/eng/Your_Industry/Chemicals/Chemical_Agents/Risk_Assessment/.
- The show organiser should make arrangements to collate and centrally store copies of Chemical Risk Assessments and associated Safety Data Sheets for the event to be used by a

medical practitioner in the case of emergency. For example, this may be kept in the organiser's office.

- If the hazardous substance is being used on an exhibition stand, hard copies of all documentation must be present on the stand and available for review in the event of a first aid incident.
- No substances, which in the opinion of The CCD are of a dangerous, explosive or objectionable nature, shall be brought onto the premises without the approval of The CCD.
- Any person suffering an injury or ill health as a result of chemical use while on site must report to CCD Security with the completed Chemical Risk Assessment and related Safety Data Sheet (which should be attached to the Risk Assessment). The CCD Security will in turn contact the Emergency Services if the injured person requires medical attention.
- Spot checks may be completed by the CCD Health and Safety Representative during the event to ensure that the hard copies of this documentation are present.
- Not more than one day's supply shall be stored at the venue (including on an exhibition stand). All hazardous substances must be stored in its original container with appropriate warning labels.
- When on site, transportation of such substances is required to be managed as detailed in the suppliers Safety Data Sheet.
- Where it is proposed to use toxic material or fluids, the disposal of which requires notification to statutory authorities, The CCD shall be advised in writing at least two months prior to the start of the tenancy of the nature of the material or fluid and the quantities involved.
- Toxic waste shall be placed in closed containers, marked accordingly, and special arrangements made with The CCD regarding their disposal at the event organiser's expense.

Heat Generating Displays – Fireplaces, Cooking Equipment, Hot Surfaces & Naked Flames

- Full details of the proposed equipment are to be submitted to The CCD for approval prior to any demonstration under working conditions.
- Where a boiler, stove, furnace or similar heat generating equipment is being displayed, in operating conditions, precautions are required to be taken to prevent the transmission of heat to any combustible part of the stand including the downward transmission of heat to the floor of the hall.
- Suitable non-combustible insulation material must be inserted between the heat source and the surrounding stand fittings and other structures.
- The ceiling of the stand shall be well ventilated and be constructed from non-combustible

material conforming to BS 476 (Class 1).

- Hot areas are required to be effectively guarded to prevent injury to visitors and shall be adequately fixed in a stable location to ensure continuous safety and stability.
- A sign or notice must be prominently displayed to avoid persons becoming accidentally burned.
- Lighting fittings installed at low level or within reach of visitors must be sufficiently protected to prevent burn injuries.
- Where a naked flame is present arrangements must be made to adequately monitor the burning period to ensure continued stability and safety. All burning materials must be properly extinguished when the stand is unattended. A suitable fire extinguisher must be readily available on the stand.
- When candles are used at The CCD, they must be completely removed from the packaging before use. All labels are removed from the candle before lighting. Tea-light candle holders must be deep enough to completely cover the candle and the flame. Candles are never put directly onto tables and are always placed in candleholders specifically designed for candle use. The holder should be heat resistant, sturdy and at least one inch higher than the candle flame. The candle holder must also be placed on a stable, heat resistant surface.

Hot Works Permits (Welding and Similar Processes)

Where oxyacetylene cutting/welding, arc welding, soldering, gas/oil blow lamps, grinders, metal burning, brazing and other operations generating heat are carried out, either during the build-up or breakdown periods of an event, or as part of a demonstration, adequate precautions must be taken to prevent damage to property or injury to persons by fire or hot metal.

The CCD must be advised in advance of the nature of the work or demonstrations and a hot work permit will be granted by the venue following provision of suitable documentation and control measures

A charge may be made by The CCD for the provision of additional fire-fighting equipment and surveillance by the venue fire staff necessitated by the additional risk.

Lost Property

All property found at the venue should be handed to CCD Security where it will be logged and retained in our Security Control Room. Unclaimed items will be kept in storage for four weeks, after which time, The CCD will dispose of that property or give it to charity.

Rigging guidelines

Good quality information submitted within a reasonable period before an event is the key to forward planning and efficient, safe operation on site. It cannot be over-stressed that accurate, timely information is a major factor in improving safety and reducing conflict on site.

All rigging within The CCD must be carried out by designated CCD staff or their appointed agents.

Introduction

This rigging guidance has been produced by members of the National Arenas Association for use in UK venues as an equivalent guidance has not been produced in the Republic of Ireland.

Its purpose is to provide:

- Guidance on a wide range of safety matters relating to rigging, in order to ensure the safety, health and welfare of anyone working in or visiting the venue;
- Advice to clients and contractors on general venue requirements relating to rigging and associated activities;
- Advice and guidance on the use of personal protective equipment (PPE) and commonly used rigging equipment.

Legislation

Health & Safety legislation, Approved Codes of Practice, guidance and general “good practice” apply to rigging operations. The overall aim is to secure the health, safety and welfare at work of their employees, the self-employed and all other persons who may be affected by work activities (e.g. audiences).

All Local Government legislation and Conditions of License must be complied with. Consultation with the venue is essential.

The Venue, and it’s approved contractors, reserves the right to inspect all rigging, working methods and equipment to ensure compliance with legislation and codes of practice, and prohibit the use of non-compliant equipment and working methods.

Responsibilities

Employers/client responsibilities

Effective communication between all employers is paramount. An employer has a duty to ensure the safety, health and welfare of his employees and that the activities being undertaken do not affect the safety of others.

The Client cannot absolve himself of the principle duties outlined above by contractually deferring them to his contractor or sub-contractors.

Employees / Self-Employed Responsibilities

These individuals carry a responsibility for ensuring that all equipment being used has been properly maintained and inspected; whether this equipment is owned by the individual or by a third party.

Competency

Rigging operations shall be undertaken by competent persons who are qualified by training and experience. A rigging company should have an authorised person to advise on rigging issues. Ground riggers should have a level of knowledge to enable them to undertake the inspection of chains and other equipment to prepare them for lifting.

GENERAL SAFETY PRECAUTIONS

➤ Working underneath rigging operations

Where possible, all personnel should be excluded from beneath areas where overhead rigging or lifting operations are taking place.

➤ Working at height

Duty Holders must comply with the following simple hierarchy for managing work at height:

- Avoid work at height where this is reasonably practicable;
- Use work equipment or other measures to prevent falls where you cannot avoid working at height;
- Where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequence of a fall.

➤ Hours of work

Employers, Promoters, Production Managers and Venue Managers have a duty to ensure that Riggers and Rigging Supervisors get adequate rest periods.

➤ Personal Protective Equipment

Personal Protective Equipment (PPE) for working at height must be provided by employers. PPE for rigging activities must be suitable for both work positioning and fall arrest.

➤ Lifting equipment

All lifting equipment / lifting tackle shall comply with all current relevant legislation and shall be of sound material and construction, free from defects and fit for the purpose for which it is to be used. Rigging equipment should only be used by trained competent individuals, or under the supervision of such individuals.

➤ **Examination and Inspection of equipment**

Examination and inspection of lifting equipment is covered under Part 4 of the Safety, Health and Welfare at Work (General Application) Regulations 2007.

➤ **Working Practices**

- A competent rigger shall undertake all rigging work in a responsible manner.
- Riggers must ensure that they comply with venue specific requirements.
- Attachments to the fabric of the building will be completed by the Venue and their approved contractors only.
- Care should be taken to protect building steelwork.
- All equipment used shall have its SWL clearly marked and shall be suitable for the load to be applied. Applied loads should take account of the safe weight of the rigging and hoisting equipment.
- In situations where bridling is unsuitable the use of spreader beams should be considered. Where standard truss systems are employed for this purpose, they shall be subject to a structural report, where specifically designed or manufactured beams are employed, a certificate of independent test and examination must be available for inspection.
- All suspended truss systems should have independent structural certification and should only be used with certificated design parameters. Particular attention shall be paid to the assembly of truss sections to ensure that braces are aligned correctly as per manufacturers' recommendations and all connectors correctly fitted.
- The slinging of suspended equipment shall be undertaken to manufacturers' recommendations and in accordance with Part 4 of the Safety, Health and Welfare at Work (General Application) Regulations 2007.
- Main areas for rigging operations are to be clearly defined and access to such areas shall be restricted to competent personnel directly involved in the operation. Clear and adequate communication between persons working at high level and ground crew is to be maintained. This is particularly important when the actions of other personnel could endanger the safety of rigging personnel e.g. sound and lighting crews. When at the site of rigging operations, an area shall be designated for the temporary storage and assembly of rigging equipment.
- Safety signs provided by the venue shall be positioned at the entrance to all areas of access during build-up and breakdown operations.
- Any signs supplied for rigging shall be checked to ensure they are fit for suspension. The suppliers of such signs shall be responsible for the integrity of the sign and its suspension fittings. Screw-in eyes are not acceptable for this purpose and the venue reserves the right to refuse to allow the suspension of any signs where the suspension fitting supplied is inadequate. Due to the flimsy nature of materials used, paper signs may only be suspended if constructed from 'Tyvec' or a similar approved material. Drop weighting to the bottom of banners may only take place when the weighting is completely sealed within the banner by positive means, such as stitching or vinyl welding. Provision of bottom drop weight pockets by gluing is not acceptable.
- Due to the potential structural damage that can be caused by catenary wire, the rules for installation of catenary wires should always be checked with the venue management. Catenaries should never be installed when public are in the halls.

- Secondary or “Safety” suspensions may be required in certain locations. When required, the secondary or safeties will be installed to bypass the mechanical lifting unit, as a minimum, in case of mechanical failure.

➤ **Access equipment**

All access equipment shall be used in accordance with manufacturers’ instructions and recommendations. The SWL of access equipment shall be permanently displayed on the equipment. It is the responsibility of the operator of the equipment to ensure that the carried weight does not exceed the SWL.

Special attention should be paid to the correct assembly and stability of ladders and other static forms of access equipment, including the use of outriggers where fitted.

Operators of Mobile Elevated Work Platforms (MEWPS) for use in rigging related operations are required to be in possession of a current valid certificate of Training Achievement and Competency of Operations. Daily checks, including battery charge levels, are the responsibility of the operator. If different operators use the equipment during the course of the day then all operators must carry out a pre-use check.

Standing directly on forks, attachments or pallets, not intended for such applications, is strictly forbidden. Any accidents involving access equipment used for rigging purposes shall be reported to the venue immediately.

Truss/caving ladders to access flown truss structures must be used in conjunction with inertia type fall arrestors.

If it is necessary for an operative to leave a MEWP at high level, he / she must identify a secure point of anchorage for the safety harness lanyard. The lanyard shall be secured before leaving the platform. When returning to the platform, the operative must ensure the lanyard remains in position until the transfer to the carriage has been completed.

➤ **Planning and provision of information**

The key to safe and successful rigging operations lies in effective forward planning and exchange of information.

The Client should ensure that accurate information regarding the loads to be rigged is provided to the venue as soon as possible. Information should also be provided on any moving loads, loads involving people or anything else out of the ordinary. In turn, the venue should highlight any problems, restrictions, regulations and other requirements.

➤ **Lifting Equipment Documentation**

Under Part 4 of the Safety, Health and Welfare at Work (General Application) Regulations 2007, certain information must be kept and made available for inspection. All lifting equipment must have appropriate documentation confirming that it has been inspected / examined in accordance with the provisions of the General Application Regulations.

➤ **Risk Assessment**

The Safety, Health and Welfare at Work (General Application) Regulations 2007 sets out the basic principles for safe work at height for all sectors of employment and provides a fundamental framework for safe working at height, based on risk assessment. The Risk Assessment must be documented and available for examination.

➤ **Security and CCD Hosts**

For ticketed events, The CCD will provide CCD Hosts to carry out ushering and audience control within the auditorium area and ticket checking at the entrances to the auditorium area.

Uniformed security officers provide low profile general surveillance in general circulation areas and entrance areas.

Special Effects

Special effects equipment includes, smoke machines, strobe lighting, dry ice machines, pyrotechnics, (including fire work displays) and lasers.

➤ **Special Effects: Approval Procedure**

All special effects require prior approval in writing from the venue. Technical details of proposed special effects, a full risk assessment and method statement for their use, together with certification of apparatus used (where appropriate), must be submitted to the venue no later than 28 days prior to the first day of the licence period.

➤ **Special Effects: Responsibilities**

Exhibitor/Contractor

- Notify organiser of intention to use special effects equipment, including type and schedule for use.
- Complete a risk assessment and (if required for any chemicals to be used and the by-products, i.e. smoke). Some chemicals may be subject to workplace exposure levels (WELs)
- Display the appropriate warning signage for visitors to the stand.
- Ensure installers and operators are competent, trained and qualified as necessary.
- Ensure an appropriate fire risk assessment is carried out.

➤ **Special Effects: High Power Scenic Projectors**

XENON and HMI lamps emit extremely bright lights, so luminaires shall be sited out of the gaze of the public.

➤ **Industrial Equipment, Machine Tools & Measuring Tools**

All such lasers must be Class 1 or Class 2 for display or use on an exhibition stand and must comply with 2007, Edition 2 – Safety of Laser Products – Part 1: Equipment Classification and Requirements

Radioactive Substances

Full details of radioactive substances must be submitted to The CCD for approval prior to being brought into the Centre including:

- a. Arrangements for the protection of persons;
- b. A copy of either registration under the Radiological Protection Act, 1991 (Ionising Radiation) Order 2000;
- c. There shall be compliance at all times with Ionising Radiation Regulations Safety, Health and Welfare at Work Act (General Application) Regulations 2007 – Part 8: Explosive Atmospheres at Work;
- d. "The Code of Practice for the Display of Sources of Ionising Radiation at Exhibitions" published in 1973 by the National Radiological Protection Board;
- e. Suitable fire extinguishers and warning notices must be provided.

The management and use of equipment designed to electrically generate ionising radiation is required to comply with Safety, Health and Welfare at Work Act (General Application) Regulations 2007 – Part 8: Explosive Atmospheres at Work.

Such equipment shall not be brought onto the venue and operated without written permission from The CCD.

Pyrotechnics

1. All activities must be carried out in accordance with the guidance published by the Department of Justice and Law Reform "General Guidance Notes – Explosives Legislation" which is available on the www.justice.ie website.
2. All fireworks/ pyrotechnics must be set up & operated by a competent professional. Any person proposing to use pyrotechnics must be registered with the venue and is required to send a completed The CCD Safe Exhibitions pyrotechnics checklist (contained in section 5) to the Health and Safety Department at least 30 days in advance of the show.
3. In the event that an exhibitor is importing Pyrotechnics into the Republic of Ireland, an Import License must be granted. The application for this license must be applied for approximately 1 month in advance. This application can be found on the www.justice.ie website, under Safety & Security/Explosives/Fireworks Section.
4. All pyrotechnics should be accompanied with CAD (National Competent Authority Document).
5. Only pyrotechnics supplied specifically for stage use shall be used as part of a stage presentation. The mixing of loose powders on site is not permitted.
6. In addition to the requirements of the approval procedure detailed above, the following details must be supplied to the venue:
 - The organisation providing the effects
 - The nature of the effects and their positions, including distances from the public
 - Manufacturer's data sheets
 - The amount of pyrotechnics
 - Consideration should be given to compliance with the Noise at Work Regulations

If required, a demonstration of the pyrotechnics shall be given in the presence of the venue's representative and/or the Licensing Authority.

All explosives and highly flammable substances must be stored and used under safe conditions to the satisfaction of the venue and must be in the charge of a competent person specifically appointed for this purpose. Storage areas and containers shall be indicated by the explosive or inflammable symbol as appropriate on the door or lid.

When not in use all pyrotechnics shall be stored in approved transportation and storage containers. All exposed metalwork, including the screws and nails shall be non-ferrous, preferably of copper, brass or zinc, or be otherwise covered with a thick layer of non-ferrous metal, material not easily ignited or painted at least 1 mm in thickness.

The opening face of the storage receptacle shall carry the explosive symbol together with a sign reading DANGER – No smoking – No naked flame in letters no less than 25mm high or equivalent signs and the UN number.

Withdrawal from store: Only the minimum amount of any explosive or highly flammable substance shall be withdrawn from the store as is necessary for the particular performance.

Pyrotechnics must only be fired from an approved key-protected device at the firing point. The device must not be operated if there is any risk to anyone. The operator must have a direct view of the pyrotechnic device from the firing point. In the event of a misfire, the circuit shall be switched off until after the performance.

Maroons and concussion shall only be used in a suitable bomb tank in approved locations and when the appropriate warning notices have been displayed stating that maroons will be operating as part of the effects of the event.

➤ **Special Effects: Naked Flame**

- Naked flame will only be permitted where it is essential for an effective demonstration of a product. It must be used under safe and ventilated conditions and under the control of a competent person appointed to ensure this at all times. Gel burners will not normally be permitted.
- Organisers shall give the venue at least 28 days notice in writing of any proposal to use real flames and this should be reflected in the exhibitor's fire risk assessments.
- Real flame shall be kept clear of costumes, curtains and drapes and shall not be taken into any area occupied by the public.
- The lighting and extinguishing of the flame shall be supervised by the venue fire safety officer who shall remain where there is a clear view of the flame and easy access to it until it is extinguished.
- Any candleholders and candelabra shall be robustly constructed, not easily overturned and, where practicable, fixed in position.

- Hand-held flaming torches shall incorporate fail-safe devices so that if a torch is dropped the flame is automatically extinguished. Fail-safe devices shall be tested prior to each performance.
- Only solid fuel or paraffin shall be used unless otherwise agreed with the venue. The amount of fuel in the torches shall be limited to the minimum necessary for the effect.

➤ **Special Effects: Smoke Machines**

Smoke machines may be used, provided a risk assessment and a Chemical Risk Assessment are completed and copies submitted to the venue no later than 28 days prior to the start of the licence period. A list of recognised smoke machines may be provided by the venue and in these cases, only those listed may be used, unless details of the proposed machine are submitted to the venue for authorisation. Any costs involved in testing the machine are to be borne by the organiser.

➤ **Special Effects: Strobe Lighting**

Organisers shall not permit the use of strobe lighting, except with the written consent of the venue. Organisers shall give the venue at least 28 days' notice in writing of any proposal to use strobe lighting. This notice shall include exact details of the proposal including date and time when the strobe lighting can be demonstrated.

Stroboscopic lighting units shall be mounted at high level and wherever possible the beams deflected off a matt surface to reduce the glare. Strobes shall not be sited on escape routes or corridors or stairs or other changes of level.

Where strobe lighting is installed, the equipment shall be arranged to operate at a fixed frequency not exceeding FIVE flashes per second and the control equipment must be in a locked-off position. A suitable notice must be displayed at all entrances to the event warning the public of the use of strobe lighting.

Where different sets of strobe lighting are to be used by different exhibitors at the same time, but in different parts of the exhibition hall, no more than one set of strobes shall be visible to any person at any time.

Warning notices shall be displayed at the entrances of the affected halls stating that stroboscopic lighting will be operating.

➤ **Special Effects: Ultraviolet Lights**

Ultraviolet lights should not be used for the purposes of special effects. It is essential that lamps or luminaires restrict exposure to ultraviolet radiation, especially ultraviolet B radiation.

Luminaires shall be sited out of the gaze of the public. Black light blues may be used without restriction.

➤ **Special Effects: Bubble Machine**

Bubble machines may be used provided a risk assessment and relevant chemical risk assessment has been provided. A test must be completed prior to the event to ensure that the operation of the bubble machine does not cause unnecessary damage to the venue. Any costs associated with the operation of the bubble machine, including cleaning, will be borne by the exhibitor.

➤ **Hazards**

Hazards involved with special effects equipment include:

1. Allergic reactions to the chemicals used to produce smoke
2. Photosensitive epileptic induced fits from the use of strobe effect lighting
3. Freeze burns from skin contact with liquid nitrogen or carbon dioxide
4. Asphyxiation from high concentrations of carbon dioxide or nitrogen gasses, especially in low level areas ie: orchestra pits, basement, under stage voids etc.
5. Skin irritation from mineral oils or glycol
6. Visibility may be obscured by smoke or vapour effects increasing the risk of slips/trips/falls and may cause a hindrance should the need to evacuate the building arise
7. Only approved chemicals are to be used in smoke machines. Operation of the smoke generator shall be restricted to the minimum amount of time required to achieve the approved density level of smoke. The time factor will be determined by the venue's fire and safety officer at a demonstration, which must be given 24 hours before the event opens to the public. Account will be taken of the visibility and CO2 levels, which must not adversely affect public safety.
8. Suitable arrangements must be made to ensure that the smoke generated does not interfere with the venue's smoke detection systems. A suitable notice warning the public of the use of smoke machines must be displayed at all entrances to the event.

SUSTAINABILITY AT THE CCD

Green Hints and Tips

- **Green Credentials** - Let your staff and delegates know we are green! Give exhibitors a list of targets and objectives for the conference and encourage delegates to support the initiatives. Why not set a target for waste reduction on previous years?
- **Online Event Promotion** - Put all of your promotional or information print pieces on your event website as PDF files. Thanks to the complementary guest WI-FI throughout the building, your guests will have no problem accessing these documents on site. Alternatively, why not put your PDF files on a USB key to reduce paper waste.
- **Online Registration** - Encourage online registration.
- **Use Recycled Paper** - If you must print - use 100% recycled paper, print double-sided and print locally to reduce transport emissions. Use previous years as a guide to print quantities and aim to have no paper waste following the event. Include an environmental message on all literature reminding delegates to reduce, reuse and recycle. Why not request that you hotel provider dedicates a channel at the hotel to info about your event?
- **Re-usable Name Tags** - Re-use and recycle plastic name tag holders and lanyards. Ensure all branded materials are made of recycled, biodegradable and sustainably sourced materials.

Consider using The CCD digital signage and interactive touch tables instead of print banners and signs.

- **Reduce Hotel Energy** - Request that the hotel washes towels and linen every second day unless requested by your delegates.
- **Teleconferencing** - Offer teleconferencing for delegates who want to eliminate their air miles. Your technical production manager will be happy to help you arrange this.
- **Go Vegetarian** - Why not offer a vegetarian menu to delegates as vegetarian food require less energy input compared to meat? Install water coolers around your event instead of using bottled water.
- **Zero-Waste Policy** - Enforce a zero-waste policy to ensure exhibitors take home all packaging that they bring to the event. Why not offer a "green exhibitor award" at the end of your event or charge your exhibitors a fee for excessive waste to encourage good practice?
- **Off-Set Carbon Footprint** - Encourage delegates to off-set their carbon footprint on The CCD Carbon Calculator. Consider having a company who sells carbon credits on-site to encourage delegates to off-set their carbon footprint. You could even offer reduced fees to delegates who off-set carbon emissions or include the carbon emissions off-set fee in the registration fee.
- **Green-Friendly Transport** - Encourage delegates to car share, use public transport or sign up to the city bike scheme, which allows delegates to rent and return bikes at 44 locations around Dublin city. Plan start and finish times for your event to coincide with public transport timetables.
- **Reduce Building Energy** - Be sure to give your event team accurate timings of your event so that we can ensure all lights and machinery are switched off outside event times.

TECHNICAL PRODUCTION REQUIREMENTS

Construction Work

Drawings

Detailed structural and other drawings of all proposed structures and installations must be submitted to The CCD by the Licensee or his contractors as soon as practicable, and in any event not later than one month before the first day of the Licence Period, to enable The CCD on behalf of the Licensee to submit them to the Authorities for approval.

Rigging Plot

Full details of the rigging plot (including weights and dimensions) for the stage superstructure, lighting, sound and any other equipment to be suspended from the roof of the Hall must be submitted to The CCD no later than fourteen days before the first day of the Licence Period, to enable The CCD to check and approve roof loadings. Primary and secondary rigging can only be carried out by authorized CCD personnel or nominated agents.

Mixer Units

The location of any mixer units for sound and lighting control must be agreed with The CCD a minimum of 31 days before the start of the Licence Period. Any subsequent alteration to the agreed location must be approved by The CCD.

Codes of Practice

The Licensee will be responsible for ensuring that all the arrangements for which he is responsible comply with any relevant Codes of Practice. In particular, promoters of concerts should comply with the recommendations of the Code of Practice for Safety at Indoor Concerts published by The Department of Environment and Local Government, especially with regard to sound levels. If Dublin City Council or any other Authority stipulates compliance with any specific Code of Practice or set of regulations as a condition of granting their approval for an event, The CCD will give the Licensee full details as soon as possible.

Lighting

The cost of permanent lights in the Hall is included as part of the Other Charges. These will be used only as normal house lighting and will not form part of the performance lighting effects. A minimum level of safety lighting is required to illuminate gangways and staircases in the auditorium during performances; this lighting is provided by specific lamps for this purpose and it shall not go below the minimum level determined by the Authorities.

The illumination provided in escape routes and by emergency lighting should be sufficient to enable anyone to see their way out of stands, seminar rooms and theatres at all times. The horizontal luminance at floor level along the centre line of defined escape routes should not be less than 0.2 lux.

Any battery used for emergency lighting should be capable of maintaining the full load connected to it for a minimum of three hours after the failure of the normal supply.

Audio Visual Displays

Where self-contained cabinets are used for audio-visual displays, the placing of the equipment shall be arranged in such a way that trip hazards or the obstruction of gangways is not caused by equipment cables, or persons viewing the display.

Communications

Effective communications must be maintained at all times between the Licensee's organising, technical and security staff and The CCD's staff.

TEMPORARY DEMOUNTABLE STRUCTURES

Temporary Demountable Structures Regulations

All Temporary Demountable Structures erected and or installed at The CCD shall comply with The Institution of Structural Engineers - Temporary Demountable Structures Guidance (Third Edition April 2007).

Due to the height and structural extent of a complex structure, it may fall within the definition of Temporary Demountable Structures as stipulated to The CCD by Dublin City Council.

As such Dublin City Council (DCC) have identified a set of criteria that event organisers must comply with in all venues in the city.

If a structure is deemed to be a complex structure by The CCD, we will appoint an independent structural engineer who will confirm the design is safe for its purpose and issue a design certificate to Dublin City Council.

This involves the following steps:

1. Review of the design element of the structure by a competent structural engineer who will then issue a Design Certificate. This document along with all other associated documentation must be submitted to the Building Control Department of Dublin City Council 6 weeks prior to the event.
2. The structural engineer will inspect the completed erected temporary structures when built on site and ensure structural integrity and stability is adequate, in line with the design and safe and fit for purpose. He will then issue a Construction Certificate for the temporary structure to you noting that the structure is safe for use and this document must then also be submitted to Dublin City Council.

If any complex structure is modified after submission of the above information, plans must be re-submitted to the venue with details of all modifications, so this can be approved by the independent structural engineer and submitted to Dublin City Council. Final submissions must be received 6 weeks before event build commences.

Please note, there is a cost to engage the independent structural engineer and payment is made on submission. This fee covers the following scope of works, which is in line with the criteria of Dublin City Council:

1. Review design drawings and calculations for temporary tiered stand and auditorium stage.
2. Issue Design Certificate for temporary tiered stand and auditorium stage to DCC and CCD.
3. Inspect completed erected temporary structures when built on site and ensure structural integrity and stability is adequate and safe and fit for purpose.
4. Issue Construction Certificate for temporary structures and issue to DCC and CCD.

Please contact the Event or Technical Production Manager for more information.

Complex Structure Criteria

A complex structure is defined as:

- Any stand over 4 metres in height (this limit includes the overall height of the stand fitting, any branding and all raised platforms as measured from the hall floor).
- Any structure regardless of its height which requires structural calculations.
- Any part of a stand or exhibit which exceeds 4 metres.
- Multi-storey stands.
- Platforms and stages over 600mm high and all platforms and stages which are accessed by the public for viewing purposes (not including stand floor flats and platforms) will need to be signed off by an independent structural engineer, unless you are using the Venue in-house

- staging.
- Temporary raised or tiered seating.
- A stand requiring foundations.
- Sound/lighting towers.

Please refer to the Appendices for the Space Only Stands & Temporary Demountable Structures – Health and Safety Requirements Checklist.

Hazards and Risks relating to Demountable Structures

All employers are required under the Safety, Health and Welfare at Work Act 2005 to carry out an assessment to identify hazards and risks that could cause injury to the employees, third parties, persons affected by their work activities and/or members of the public.

A structural means of providing a safe route from any part of a demountable structure to either a place of safety or a final exit (means of escape) is essential.

Crowds may impose significant vertical and horizontal loads on temporary structures. Crowd behavior in emergencies is also an important consideration.

A plan for managing all risks should be prepared. The most important aspects of a safety plan are its actions and the management of these actions.

It is particularly important that proper consideration is given at the design stage to providing good sightlines.

Wind loading (External Structures)

The design wind speed must accommodate the maximum wind speed that a temporary structure is designed to withstand.

Contractors and suppliers of temporary demountable structures should have access to a reliable local weather forecasting service if wind speed monitoring is to be carried out during an event.

When erecting external structures at The CCD, a wind monitoring device (anemometer) is required to be fitted and specific guidelines on wind tolerance levels of the structure must be outlined in the Method Statement for the erection and dismantling of the temporary structure.

Tiered Seating / Grandstands & Scaffolding

The design of tiered seating, grandstands and scaffolding must be completed by a competent person.

These structures are deemed to be a complex structure by The CCD and therefore the criteria for Complex Structures applies to them. Please refer to section on Temporary Demountable Structures.

Demountable framed structures must be designed to form a robust and stable three-dimensional structural arrangement that will support the design loadings for the required period with an adequate margin of safety.

Demountable structures must possess sufficient transverse and longitudinal stiffness and strength to resist wind loads, notional horizontal loads and other dynamic loads induced by spectator movements.

Dynamic loads will only be significant when any crowd movement is synchronised and periodic. If the synchronised movement excites a natural frequency of the structure, resonance will occur which can greatly amplify its response.

Headroom clearance in access gangways under a temporary structure must be no less than 2.3m

NOTE: The design must include provision for emergency lighting of escape routes. Combustible materials must not be stored underneath raised areas.

WORK EQUIPMENT/TOOL/PROCESS

Work Equipment

All equipment provided for work within The CCD must be suitable and appropriate for the tasks required.

The CCD is a commercial environment and the use of domestic quality equipment is not acceptable. Equipment and all lifting equipment must comply with Part 2: Use of Work Equipment, Safety, Health and Welfare at Work (General Application) Regulations 2007. The following are the minimum health and safety requirements in the use of work equipment, tools and the processes used for event build and breakdown. Risk assessments and method statements specific to the use of all the equipment mentioned below shall be provided to the event organiser so that their floor management team can monitor the activities.

Access Equipment

Access equipment includes scaffold towers and mobile elevating work platforms (MEWPS). MEWPS may be operated on the premises as long as they can be proven to have been inspected and tested for safety in the previous 6 months. The CCD requires all operators working on (MEWPS) to wear head protection and body harnesses and be attached to the equipment by means of a short or adjustable lanyard designed for fall restraint not fall arrest. Powered access equipment (MEWPS) must only be used by competent persons trained in the use of the equipment who can provide a valid licence or certificate to operate the equipment.

Scaffolds must be built in accordance with the manufacturer's instructions and where the working platform is more than 3 times the minimum base dimension outriggers to be fitted and used.

Working Platforms

All working platforms shall be protected by guardrails when at a height assessed to present a hazard. Mobile tower scaffold shall be constructed and used as identified by the manufacturer. Steps and ladders used as working platforms shall have flat treads and not round rungs to prevent damage to feet. Working platforms shall be identified in the assessment of equipment required under Work at Height Regulations.

Lifting Equipment

Lifting equipment includes fork lift trucks, Genie hoists and winches, chain blocks and chain hoists and all associated tackle, including shackles, wire rope, slings, rings and harnesses and all safety attachments.

When forklifts are in operation, a flagman must accompany the forklift driver when operating the machine.

All persons using such equipment shall be competent to do so and shall have undertaken an assessment to select the appropriate equipment to be used. All equipment will be visibly marked as having been inspected and tested within the previous 6 months. Only official contractors appointed to an event may operate lifting equipment within The CCD.

Work Tools

All tools being used during the build and breakdown of events shall be fit for purpose. Where electrically operated they shall be visibly marked as inspected and tested within the previous 12 months. Woodworking machinery shall be used with due consideration for the effect on others nearby (noise and dust). Gangways are not to be turned into makeshift work-shops. The use of routers is not appropriate due to the release of harmful dust in the process.

Working Machinery & Apparatus on Display

Machinery, engines and similar equipment exhibited on stands are subject to the Safety, Health and Welfare at Work (General Application) Regulations 2007. The CCD reserves the right to terminate any equipment demonstration at any time.

- A risk assessment must be carried out in order to ensure that any equipment being demonstrated (i.e. operated as part of an exhibit) on a stand is inherently safe and does not present a hazard to the operator of the equipment, other staff or visitors at any time.
- All potentially dangerous exhibits intended to be operated, shall be effectively guarded to prevent injury to visitors and shall be adequately fixed in a stable location to ensure continuous safety and stability.
- Details of all demonstration areas must be submitted to the venue.
- Demonstration areas must be indicated on stand plans and, where necessary, must be sound proofed.
- Machinery shall be electrically and mechanically disconnected, except if required for a demonstration. All electrical conductors must be properly installed and adequately protected.
- Working machinery should only be demonstrated to interested parties where necessary and not used as an attraction to the stand.
- The machinery or apparatus must only be demonstrated or operated by persons authorised by the exhibitor and shall not be left running in the absence of such persons.
- A sign or notice must be prominently displayed to avoid persons becoming accidentally injured.

- Exhibits must be positioned so that they do not intrude into the gangway or cause a hazard to visitors at any time.
- Starting devices on machines should be isolated to prevent visitors operating unattended exhibits.
- Proper consideration should be given to the conditions under which the equipment is being demonstrated which may well differ considerably from the conditions under which it is normally installed and for which the normal safeguards will no longer be appropriate.
- The use of compressors, sprayers and similar plant powered by internal combustion engines is prohibited when visitors are in the halls. At other times when the use of internal combustion engines is permitted, all such vehicles and plant must be fitted with a suitable fire extinguisher.
- All supplies of fuel are to be kept outside the Show in a controlled store for flammable items in a position agreed by the venue.
- Precautions must be taken to ensure that dust particles, fumes, etc. from working machinery do not discharge into areas outside the stand.
- All stand personnel should acquaint themselves with how to use the appropriate fire fighting equipment as identified in the risk assessment and supplied on the stand, and with the position of the nearest fire alarm location in the building.
- A charge may be made by the venue for provision of additional fire fighting equipment.

Working at Height

This guidance is applicable to any person working „at height, if there is a possibility of their being injured from falling, even if they are working at or below ground level.

Part 4: Work at Height, Safety, Health and Welfare at Work (General Application) Regulations 2007 refers to 'duty holders': employers, self-employed and employees. This includes all contractors and exhibitors (for example, when accessing areas above floor level to dress stands).

Duty holders“ responsibilities are to ensure that:

- No work is done at height if it is safe and reasonably practicable to do it other than at height
- The work is properly planned and organised, appropriately supervised and carried out in as safe a way as is reasonably practicable
- Plans are in place for emergencies and rescue
- Account is taken of the risk assessment carried out for the activity.
- They do all that is reasonably practicable to prevent anyone falling

- All work at height takes account of conditions that could endanger health and safety
- Those involved in work at height are trained and competent
- The place where work at height is done is safe
- Equipment for work at height is appropriately selected
- The risks from fragile surfaces are properly controlled
- The risks from falling objects are properly controlled
- Where ladders are used, these are industrial, not domestic quality

Ladders

All reasonable steps should be taken to eliminate or minimise the risks associated with work at height through efficient work planning and selection and use of safe working platforms or other suitable equipment, including ladders and stepladders.

Where work at height cannot be avoided, safe means of access and safe systems of working must be used. As far as steps and ladders in particular are concerned, the following should be considered:

- What they are to be used for
- Industrial quality and not domestic
- Duration of the work
- Training and abilities of users

Ladders can be used as working platforms when it is not reasonably practicable to use alternative means and a risk assessment identifies the activity to be undertaken is low risk.

Ladders must be used in accordance with manufacturer's instructions at all times. Additionally, the following guidelines must be followed:

- Leaning ladders must be placed at the correct angle
- Ladders should only be used on level ground and must be secure e.g. suitably tied or, as a last resort, footed
- The top treads or steps must not be used as a platform for work
- Users should face the ladder at all times whilst climbing or dismounting
- Stepladders should not be used sideways-on where sideways loads are applied
- Only one person should climb or work from a ladder or a stepladder
- Users should not overreach
- Steps and ladders should be checked for suitability and defects each time they are used