

SITE INDUCTION INFORMATION

IMPORTANT - ALL SITE INDUCTION INFORMATION BELOW **MUST BE READ BY ANYONE ENTERING THE HALLS** DURING BUILD UP OR BREAKDOWN. Access to the Halls may be refused to any person who is unable to confirm that they have seen and understood this information.

Health and safety is everyone's responsibility and everyone should ensure safe working

Knowing and sharing – you must ensure that everyone coming onsite to work on your project and their teams fully understand this induction information, as well as the Stand Build, Risk Assessment, Method Statement and Construction Phase Plan.

Consider those working around you – it is vital that you plan and are prepared to work in a way that considers other work going on in the halls so that your actions do not endanger others.



Strictly no admission to children under the age of 16 during build-up and breakdown



HI-VIS MUST BE WORN IN THE OUTSIDE AREA



Report all accidents immediately

A tidy area is a safer area

Build Up	Hall Open	Access For
Friday 10 th May	08:00 – 18:00	Space Only stands Commence Construction
Saturday 11 th May	08:00 – 18:00	Space Only stands continue construction
Sunday 12 th May	08:00 – 22:00	Space Only stands continue construction
Monday 13 th May	08:00 – 22:00	Space Only stands continue construction. All pallets and packing materials must be clear of the gangways by 18:00 so the cleaning can commence.
	08:00 – 22:00	Shell scheme stands commence construction. All pallets and packing materials must be clear of the gangways by 18:00 so the cleaning can commence.
	Hall Open	Show Open Hours
Tuesday 14 th May	08:00 – 19:00	09:00 – 18:00
Wednesday 15 th May	08:00 – 19:00	09:00 – 18:00
Thursday 16 th May	08:00 – 22:00	09:00 – 16:00
Breakdown	Hall Open	Access For
Thursday 16 th May	17:00 – 22:00	Contractors/ Exhibitors with Shell Scheme and Space Only. Remove all exhibits from halls (exhibitors with shell scheme)
Friday 17 th May	08:00 – 16:00	Contractors/ Exhibitors with Space Only. All contractors and exhibits to be clear of halls by 16:00.

VEHICLES AND UNLOADING

- **VEHICLE ACCESS** into the halls is not permitted without approval from the Organisers. Please be aware that forklift trucks will be operating inside the halls.
- **SPEED LIMIT** in the halls is 5mph.
- **FOLLOW INSTRUCTIONS** from traffic staff and park in designated or instructed areas only. All VE doors must be kept clear during the open period of the event or when directed by the Traffic team.
- **VEHICLE MOVEMENT** – be aware of forklift truck movement and all other vehicle movement at all times. Vehicles have priority in loading areas, and anyone entering these areas should be aware of this. Pedestrians have priority within the halls, and any drivers, with permission to enter the halls, must drive with this in the forefront of their minds.

EMERGENCY INFORMATION

- Always listen to tannoy messages and follow these instructions
- Please use the following numbers to alert the emergency services:

Emergency Services: +49 30 3038-4444

Paramedics: +49 30 3038-2222

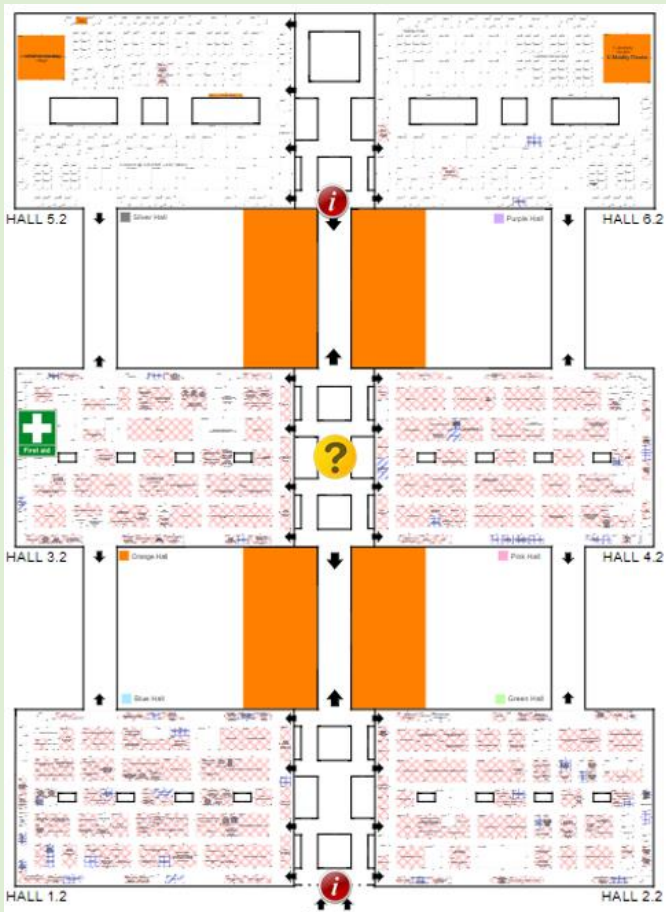
Venue Security: +49 30 3038-4100

Police: +49 30 4664-222 700

General Security: +49 30 3038-5866

Police Emergency Call: 110

WELFARE LOCATIONS



Contractor service desks are located in each hall foyer.



Food & bottled water is available from outlets on the Concourse, during build up and breakdown.



The Organiser Office and Exhibitor Services are located in the foyer of hall 3.1/4.1.



The medical centre is located at the back of Hall 3.2.