

Breakbulk Americas 2019 Exhibitor Manual

This document acts as a quick start guide to exhibiting at Breakbulk Americas 2019, we recommend that you spend time reading this as most of the questions you have, you will find answers here. Should there be any questions that we haven't answered, please contact Breakbulksupport@breakbulk.com

Please visit the exhibitor section of the Breakbulk Americas website for a complete listing of order forms and other useful information.

Show Timetable

Please see below the new timetable, we are delighted to be able to offer an extended build up timetable for 2019. There will be no access to the halls outside of these times.

Build Up	Hall Open	Access For
Saturday 5 th October	10am – 6pm	Space Only (all non-Pipe & Drape stands) construction
Sunday 6 th October	8am – 6pm	Space Only (all non-Pipe & Drape stands) construction
Monday 7 th October	8am – 6pm	All Space Only (all non-Pipe & Drape stands) construction to be completed by 6pm Access for Pipe & Drape exhibitors at 8am
Tuesday 8 th October	8am – 12pm	Stand dressing only – no construction permitted
	12pm – 4.30pm	Halls to be clear of all personnel
Open Day	Hall Open	Show Open Hours
Tuesday 8 th October	4.30pm – 8pm	5pm – 8pm (Opening Ceremony at 5pm)
Wednesday 9 th October	9am – 7pm	10am – 6pm
Thursday 10 th October	9am – 2pm	10am – 2pm
Breakdown	Hall Open	Access For
Thursday 10 th October	2.30pm – 8pm	Breakdown commences once permitted All Pipe & Drape exhibits must be clear by 6pm
Friday 11 th October	8am – 12pm	All contractors & exhibits to be clear of halls by 12pm

All exhibitors/contractors must finish decorating their stand and exit the exhibition hall by 12pm Tuesday 8th October 2019. Exhibitors are encouraged to ensure their stand build can be completed and dismantled to the above timetable.

All exhibitors must clear their exhibit space by 12pm on Friday, 11th October 2019. The organizer cannot be held responsible for any items left unattended after this time. Any equipment/products left will be removed at the exhibitor's expense. **Please ensure** you do not leave products or personal items unattended during breakdown.

Contractor Contacts & Order Deadlines

Company/Service	Due Date	Link/Form	Contact Information
AV	27 th Sept (early price)	Exhibitor Kit	E: expo@shepardav.com T: (404) 720 – 8672
Accommodation	ASAP	Booking link	onPeak
Agility International Freight Forwarding	ASAP	Exhibitor Kit	Kelly O’Neill-Exley E: koneill@agility.com T: 716-617-6675
Badge Registration	ASAP	Registration link	
Catering	12 th Aug	Exhibitor Kit	Levy – GRB Convention Center Garret Stone E: gstone@levyrestaurants.com T: (713) 853-8130 Maria Cristobal E: mcristobal@levyrestaurants.com T: (713) 853-8122
Floral	ASAP	Exhibitor Kit	Spencer Florabunda LLC E: sales@florabundatx.com T: 713 – 222 - 6666
Graphics Including rigging graphics	6 th Sept	Exhibitor Kit	Shepard Exposition Services E: houston@shepardes.com T: (832) 799-5700
Insurance	ASAP		Insurance for Exhibitors E: info@insurance4exhibitors.com T: 440 – 349 - 6650
Lead Retrieval Device	22 nd Aug (early price)	Order online / Complete form	XPress Connect xpressleadpro@cdsreg.com T: 800 – 746 - 9734
Shepard Carpet (Required for space), Fascia (Nameboard), Furniture, Man Power (labour) Rigging/Hanging Signs	17 th Sept	Exhibitor Kit	E: houston@shepardes.com T: (832) 799-5700
Shepard Logistics Material Handling, Fork Lift Services, Shipping Services, Storage	17 th Sept	Exhibitor Kit	E: logistics@shepardes.com T: (888) 568-8858
Shepard Stand Rentals Stand Rentals/Upgrade	6 th Sept	Exhibitor Kit	E: ESSRentals@shepardes.com T: 404 – 720 - 8652
Smart City Electrics, Internet & Telephone, Booth Cleaning & Waste, Plumbing Services – water, air & gas	19 th Sept	Exhibitor Kit	E: csr@smartcity.com T: 888 – 446 – 9911
Stand Plan Approvals	12 th Aug		Essential Events E: ghanstock@essentialevents.co.uk T: +44 (0) 1926 470 100

Show and Venue Information

Address of venue

The George R Brown Convention Center is located downtown on the newly constructed Avenida Houston – filled with restaurants, a park and two major hotels. Please see below for the venue address. Halls D and E are used for this show.

*George R Brown Convention Center
1001 Avenida de las Americas
Houston
TX 77010*

Accommodation Booking

We have put together some specially discounted rates at a wide range of nearby hotels for visitors of Breakbulk Americas. Hotels nearest the exhibition Centre get booked out quickly – please use this link to book hotels as soon as possible: <https://americas.breakbulk.com/Page/book-your-hotel>

Build-up & breakdown info

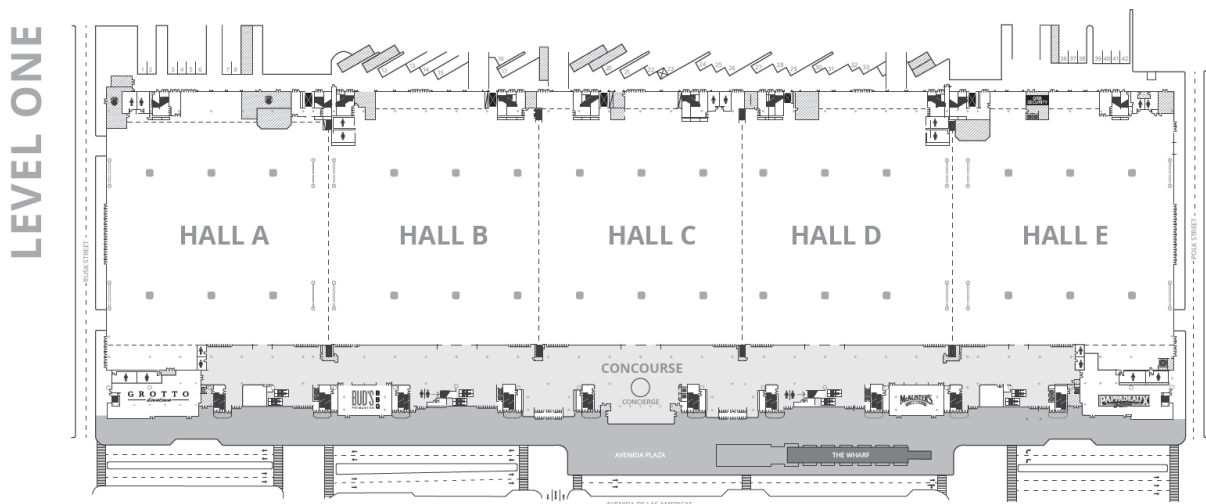
All move-in and move-out of exhibits must be done only through designated loading docks, freight doors, and freight elevators. The main lobbies, escalators and passenger elevators are not to be used for this purpose. Exhibitors should verify show security arrangements and times for move-in and move-out with Show Management.

Parking at the loading docks, the third level ramp, except for loading and unloading, is prohibited. Parking, loading and unloading on Avenida de las Americas in front of the building, is strictly prohibited. Vehicles in violation of this policy will be towed at owner’s expense.

Exhibitor Move-in and Move-out Tips: Exhibitors can drop off equipment behind the George R. Brown Convention Center (GRB). On move-in and move-out days, there is no charge to park behind the GRB Exhibitor Lot (Lot 4). During show days the cost is \$10 per day/per spot to park in Lot 4. If the lot is full, exhibitors will have to park in the surrounding areas mentioned below under Car Parking.

How to get there (location maps, travel info)

For access to the loading docks please follow the directions below:
Take Avenida de las Americas South > left on Polk Street > left on Chartres > Docks are accessed from Chartres Street be on the left at Walker Street



Badges & Passes

Exhibitor badges: Please register online for your exhibitor badges, these can be collected onsite. Please use this link to register: [Registration Link](#).

The main contact for an exhibiting/sponsoring company should register all staff and guests prior to the event in their registration portal. Badges can be picked up at the registration desks onsite. Please bring your confirmation email for the most expedient process.

I don't remember my password to the registration portal. How do I get it?

Please use the link on the exhibitor registration page [Registration Link](#) to retrieve your password. If you are unable to find your company name on the drop-down list, please email Breakbulksupport@breakbulk.com.

I'd like to bring some of my customers/guests. How do I do that?

Every exhibiting company receives an allotment of passes based on their booth/sponsorship and five complimentary passes for their customers from Breakbulk Marketing. New this year, these passes have been combined to give you flexibility in assigning them to staff and guests. When you register a new pass, you will be asked whether it's for booth staff or for a guest.

Every exhibiting company also receives a VIP discount code that provides a 25% discount off all registration options. Visit the "Invite Your Customers" tab within the exhibitor registration portal to find your company's code and tools to help you distribute it. [Registration Link](#) Our marketing team will provide you with a custom invitation that you can use in emails, on your website and on your social media channels to share this code and your participation in Breakbulk Americas 2019. If you have not received your invitation, please request from Breakbulksupport@breakbulk.com.

I've run out of staff passes. How do I get more?

Additional passes are available to purchase in the exhibitor registration portal once your allocation is used. Note that the price goes up as the event approaches, so buy yours early! [Registration Link](#)

I need a visa invitation letter to attend. How do I get one?

Visa invitation letters will only be issued to registered exhibitors, please contact Breakbulksupport@breakbulk.com for more information.

Where can I get a receipt for my payment?

Receipts for group orders are available in the Exhibitor Registration Portal. Please log in and select View/Print receipt.

How do I get my contractor badges/passes to enter the facility during build times?

- On arrival onsite, all contracted labour/stand builders will be checked and given a wristband
- At the security check point to allow them to gain entrance.
- Security will stop anyone without a wristband and direct them through the procedures above.

Car Parking

There are multiple parking options at the venue:

- Avenida North Garage
- Avenida Central Garage
- Avenida South Garage
- Tundra Garage

See below for the locations of these and further information.



AVENIDA NORTH GARAGE

- ▶ 701 Avenida de las Americas (entrances on Rusk and Capitol)
- ▶ 1,846 parking spaces
- ▶ Located at Partnership Tower and connected to the GRB and Marriott Marquis Hotel via skybridge
- ▶ Max daily rate: \$24
- ▶ Clearance: 7 ft.

AVENIDA CENTRAL GARAGE

- ▶ 1002 Avenida de las Americas
- ▶ 663 parking spaces
- ▶ Located under Discovery Green Park, directly across from the GRB
- ▶ Max daily rate: \$20
- ▶ Clearance: 7 ft.

AVENIDA SOUTH GARAGE

- ▶ 1710 Polk Street
- ▶ 1,425 parking spaces
- ▶ Connected to Hilton Americas Hotel and GRB via skybridge
- ▶ Max daily rate: \$27
- ▶ Clearance: 6.9 ft.

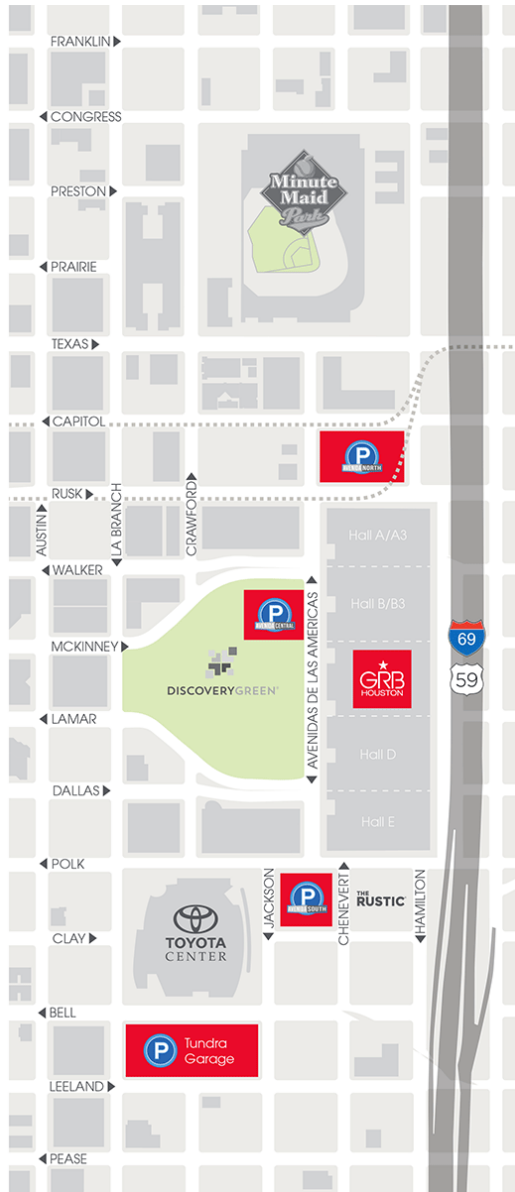
TUNDRA GARAGE

- ▶ 1506 Jackson Street
- ▶ 2,478 parking spaces
- ▶ Connected to the Toyota Center
- ▶ Non-game/concert max daily rate: \$10
- ▶ Clearance: 7 ft.

Please take ticket with you to pay at kiosks adjacent to garage elevators. No cashier on duty.

**Special event prices may apply for each garage. Prices posted at garage entrances.*

**Nearby privately-owned surface parking lots and garages rates vary from \$10 to \$40 per day.*



Catering

All food, alcohol, non-alcoholic beverages, and concessions are operated and controlled exclusively by the George R. Brown Convention Center. Exhibitors must contact Levy for all sampling and catering requests at 713-853-8150.

Any stand catering and alcohol requirements must be ordered with the catering team prior to the start of build. Any late orders may not be possible due to licensing regulations. Levy will provide all necessary information and required forms. Their contact details are as follows:

Garret Stone

Levy Restaurants (Exclusive Vendor)
 Catering Coordinator
 Direct Line: (713) 853-8130
 Email: gstone@levyrestaurants.com

Maria Christobal

Levy Restaurants (Exclusive Vendor)
 Sr. Catering Sales Manager
 Direct Line: (713) 853-8122
 Email: mchristobal@levyrestaurants.com

Forklifting, Freight & Deliveries services

Our official contractor for this is Shepard Logistics and all services must be ordered through Shepard, no third party is permitted within the halls. You can order any of the above through Shepard and their contact details are: houston@shepardes.com.

ALL FREIGHT EMPTIES MUST BE REMOVED FROM THE SHOW FLOOR BY 6PM ON MONDAY 7TH OCTOBER, please ensure you have booked this service via Shepard in advance. NO PACKING CASES ARE ABLE TO BE UNLOADED ON TUESDAY MORNING, this is to ensure we can have the halls ready for opening later that day.

It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event. Shepard's Customer Service Representatives are available pre-show, during the show, and during move out to assist you in arranging shipping through our official carrier Shepard Logistics. For peace of mind and easy setup, contact Shepard Logistics before the event for transportation services to and from the event.

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]
Breakbulk Transportation Conference & Exhibition
c/o Shepard Exposition Services
10001 Fannin St
Houston, TX 77045

Direct Shipments Address

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
Breakbulk Transportation Conference & Exhibition
George R. Brown Convention Center
1001 Avenida de las Americas
Houston, TX 77010

For international freight, please contact Agility using the contact details above.

Internet/WIFI

Free internet connection is available in the common areas of the venue and Starbucks. If you require internet connection or WIFI for your stand then this can be ordered through the venue. See internet form in Shepard manual or order online [here](#).

Opening Ceremony

We would be delighted if you join us at the Opening ceremony on Tuesday 8th October 2019. Timings for this are as follows:

5:00 pm – 5:10 pm Official Event Opening and Ribbon-Cutting Ceremony
Location: GRBCC, Halls D & E Foyer

Security

Breakbulk America provides adequate security for the facility only, during build-up, breakdown and show days. Please note you are responsible for insuring your own goods whilst they are on-site at Breakbulk America 2019. To help ensure good security at the show, please follow these points:

- Your staff are responsible for your company's security at the exhibition.
- Do not leave cash, handbags, valuables, laptops, etc. in unlocked drawers, cupboards or in your exhibit space, especially overnight.
- Laptops or mobile phones should not be left unattended at any time.
- Please note that build up and breakdown days are high-risk periods.
- Make sure you arrive prior to the official opening time and do not leave your exhibit space before the hall is clear of visitors.
- Should you have small valuables that you wish to leave on your exhibit space, you are advised to arrange lockable cabinets or other safe storage areas.

If you would like to book additional security, please contact Kay Resources via danny@kayresources.com

Storage

Shepard are our official contractor for storage at the show. For liability reasons, only shipments where manual handling charges have been paid to Shepard will be eligible for Shepard storage services. They offer three types of storage options:

- *Accessible Storage:* use this type when you need to pull items out of storage during the show
- *Secured Storage:* use this type if you do not need your items again until the end of the event
- *Warehouse Storage:* for when you need to a place to store your exhibit/products for longer periods of time

Shepard will return empty containers and skids as soon as the aisle carpet is removed from the floor, this is likely to be around 3pm.

Venue – Emergency Procedures

In the event of a problem where evacuation appears imminent, an announcement will be made over the Public Address system and will precede with an audible alarm.

Everyone should assemble in the [4] Muster Areas of the Convention Center to meet with facility personnel to receive further directions and updates regarding the emergency.

ALL STAFF AND GUESTS MUST REMAIN OUTSIDE THE CONVENTION CENTER UNTIL INSTRUCTED OTHERWISE BY AUTHORIZED EMERGENCY PERSONNEL

GRB Security Dispatch 24-hours – 713-853-8087 (Use this number for Emergencies)

Health & Safety

IMPORTANT: FOR THE ATTENTION OF ALL EXHIBITORS

We appreciate that some of you may have limited experience with regards to the legal and practical aspects of health and safety management. This section is designed to give you sufficient guidance to discharge your responsibilities. Guidance, however, can only go so far and you have a legal duty to ensure that your operations do not compromise health and safety. Failing to do so can lead to prosecution and other legal sanctions. If you are unsure you are urged to contact breakbulksupport@breakbulk.com

Policy Statement

Breakbulk Events & Media recognizes that our exhibitors rely on us to provide a trading environment on the exhibition floor which is safe and without risks to health. We also recognize that running a public event places a special responsibility on Breakbulk Events & Media and extends our duty of care not only to our staff but to exhibitors, contractors, venue staff and visitors. The organizer is ultimately responsible for health and safety at the Show. To ensure that all Breakbulk Events & Media health and safety obligations are met, the organizer supported by the operations team will:

- allocate sufficient resources to meet health and safety objectives
- provide adequate control of health and safety risks arising from our work activities
- consult with the venue, exhibitors and contractors on matters affecting health and safety
- provide relevant health and safety information to employees and others
- ensure all employees are competent to do their tasks particularly with regard to health and safety training
- ensure so far as is reasonable that the contractors we engage for the show are competent
- so far as is reasonably practicable prevent accidents and cases of work-related ill-health and maintain safe and healthy working conditions.

Risk Assessment

Breakbulk Events & Media has carried out suitable and sufficient assessment of the risks associated with this event, details of which can be obtained from the organizer's office. General risks associated with any exhibition are as follows:

- trip hazards
- multiple contractors working in a single workplace
- fall from working at heights and working on a live edge
- objects falling from height or loads falling from vehicles
- impact injury from moving vehicles
- structural collapse of seating or an exhibition stand
- outbreak of legionnaires disease from a water feature
- food poisoning incident from temporary catering outlet
- fire
- major incident and civil emergency
- excessive working hours.

This is an overview and by no means a comprehensive account of the risks involved at this event. It is the absolute duty of all parties to ensure that under the EU Framework Directive (89/391/EEC) and other legislation suitable and sufficient risk assessments are conducted on all significant risks. Legislation also requires that risks should be mitigated with a view to achieving maximum reduction in the level of risk within the bounds of what is reasonably practicable. In general terms, emphasis should always be placed on eliminating or reducing risk at source. It must be remembered that personal protective equipment is usually a control of last resort.

Exhibitor's & Contractor's Legal Duties

As an exhibitor or contractor, you have a legal duty of care for the safety of anyone who may be affected by your activities. You are ultimately responsible for all aspects of safety on your stand or work area during the build-up, the open period of the show and during the break down. Where exhibitors contract out the building and finishing of stands you are still vicariously responsible for the activities of your contractors.

You can discharge your duties by ensuring that you do the following:

- Appoint a competent person to be responsible for health and safety on site.
- You **MUST** carry out suitable and sufficient risk assessment of all your activities and obtain relevant risk assessments from your contractors or sub-contractors. Exhibitors must obtain supporting method statements for the building and demounting of your stand. If you have a shell scheme stand you can assume that the shell scheme contractor's risk assessment has been obtained by the organizer.
- You must ensure that your staff and sub contractors' staff working on site are informed of the site rules and health and safety arrangements which are detailed below, and you must ensure so far as you reasonably can that they follow them
- You must cooperate with the organizer on all health and safety issues
- You must ensure that all your staff, contractors' and sub contractors' staff are familiar with the venue's emergency procedures.

Stand Designer's Legal Duties

Stand designers have a legal duty to ensure that the stands are designed to be fit for the purpose intended, structurally sound and safe to build, use and demount without any undue risks.

Items to be submitted by exhibitors

- EXHIBITOR APPOINTED CONTRACTOR (EAC) "NOTIFICATION" (EAC form)
- A visual of your stand plans (not needed for shell scheme)
- Method Statement
- Risk Assessment

Items to be submitted to Breakbulk Events & Media by Contractors

- A suitable and sufficient risk assessment of activities on site supported by relevant documentation. Note this must be specific to the show, i.e. not generic, and specific to the work activities performed by the contractor
- Organizer's contractors involved in stand construction activities such as feature building should comply with the requirements for exhibitors with regards to stand building.

Site Rules for Exhibitors & Contractors Whilst Working on Site

The following are the general health and safety site rules with regards to safe working. You are reminded that venue staff, exhibitors and contractors alike have a legal duty to cooperate with the organiser on matters of health and safety which includes compliance with these rules.

All participants must comply with any reasonable instruction given to them by either the Breakbulk Events & Media or the venue's appointed health and safety staff.

Accidents

If you are involved in, or a witness to an accident whilst on-site at the show (regardless of how small) it must be reported to the Organizer's Office immediately. First aid can be found in the lobby.

Animals on stands

No animals may be brought onto the exhibition grounds.

Banned Substances

Substances of a solvent nature are not permitted to be used in the halls due to the lack of sufficient air circulation to omit the odours from the workspace. **Please note that any product used onsite omitting a solvent odour will be removed.**

Candles

Real flame candles ("guarded candlelight") and similar lights will only be permitted where it is essential for an effective demonstration of a product and it must always be used under safe and ventilated conditions and under the control of a competent person appointed to ensure this. The venue may deem it necessary to purchase a fire marshal to be based on or near the stand throughout the show. As such permission to use candles on your stand must be obtained from the Organizers prior to coming onsite. If granted permission, you must carry out a full risk assessment and a copy of this to be sent to the Organizers and a copy kept with you during the exhibition. For more information, contact the Organizers.

Compressed Air

Compressed air, electricity, natural gas and water supply can be provided to stands.

Compressed Gases, Liquid Gases and Inflammable Liquids

Written permission must be obtained from the organisers for the use of any compressed gases, liquid gases and inflammable liquids. Cylinders of compressed gases are prohibited unless approved by the Fire Prevention Bureau and shall be secured in an upright position.

Booths shall be cleared of combustible rubbish daily.

Demonstrations & Working Exhibits

Any demonstrations or events are subject to the following regulations and we reserve the right to ban working demonstrations onsite if they in any way disturb neighbouring exhibitors, or pose a threat to any person, or if the visitor flow is restricted by obstructed gangways.

- They should be arranged so as not to cause nuisance or obstruction to gangways or neighbouring stands. This includes viewing arrangements which should be contained entirely within your exhibition stand area.
- Demonstration areas must be indicated on your risk assessment and stand plans and should be built with adequate sound proofing to ensure noise is not a problem to neighbouring stands.
- Working machinery is only demonstrated to interested parties when necessary - and not used as an attraction to the stand.
- All machines must be guarded to a standard which is normal for its operation in an industrial setting. Where guards are removed or made of special material for display purposes this must be indicated on the machine.
- Floors on stands must be kept clear of articles or substances likely to cause persons to slip or trip.
- Precautions must be taken to ensure that dust particles, fumes etc. from working machinery do not in any way discharge into common areas i.e. atmosphere, aisles, neighbouring stands etc.
- All draperies, back drops, booth partitions and table coverings should be cleared of non-combustible or fire-retardant materials.

Drink & Drugs

The abuse of alcohol, drugs and other substances can affect work performance and safety. Any person found to be under the influence of alcohol, drugs or other substances, which in the opinion of the Organisers constitutes a danger to themselves or any other person using the venue, will be removed by security. Please ensure that any contractors or sub-contractors working on your stand are aware of this ruling.

Drones

For safety reasons, the George R Brown Convention Center does not allow drones or other radio-controlled flying devices to be operated within the facility at any time.

Electrical

All wiring, hook ups, flood lights, etc., must meet Village Code. If an extension cord is used on display equipment, it should be of adequate size, U.L. approved, be in operable condition, and three-wire grounded. If in doubt of access availability for power needs, or when requiring more than normal power, check in advance with the show electrician.

Entrance and Exit doors

All exits, hallways and aisles leading from the building are to be kept clear and unobstructed at all times. No curtains, drapes or decorations shall be hung in such manner as to cover any exit signs. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time when the exhibit building is open to the public. There shall be no obstruction blocking exit doors from the outside of any building such as vehicle parked in doorways or barricades across the sidewalks. No vehicles shall be parked in fire lanes outside of building.

Explosives

No one shall be allowed to store, sell or bring into the building any substance of an explosive nature such as fireworks or Class B or Class A explosives of any type without approval from the Fire Prevention Bureau.

Items of Special Risk

The Organizers are required to submit details to the venue 28 days prior to the event of any exhibitor proposing to have items of special risk on their stands. As such it is imperative that you clearly identify any areas of high-risk activities on both the Health and Safety Form and on your stand plans. You must ensure you cover these suitably in your Risk Assessment and actively carry out control measures on site. Items of special risk that must be declared to Organisers include:

- Stepped access, ramps and balustrades.
- Requirements where provision is made for closely seated audiences of more than 15.
- Preparation of food (including any cooking facilities on stand).
- Where there will be items of special risk requiring specific approval (e.g. motors vehicles, pharmaceuticals, flagpoles, smoke effects, flammable oils, liquid and gas, compressed gas/acetylene/LPG, hot surfaces, radioactive substances, laser beams, fumes and smoke, working machinery including hand held electric or compressed air tools, water, water equipment, laser products, audio visual displays and films)
- Hazardous substances
- Rigging
- Crowd safety management, e.g. public participation activities.
- Hands on Treatments (massage, nails etc.) or other non-invasive hands on treatments (N.B. a minimum 35 days turnaround is required on any application for a temporary Special Treatment Licence.)

Hazardous substances

The Control of Substances Hazardous to Health Regulations (COSHH) is the law that requires employers to control substances that are hazardous to health. A hazardous substance is any substance that has one or more of the following intrinsic 'hazardous properties': explosiveness, flammability, ability to oxidise (accelerate a fire), or human toxicity (acute or chronic).

If you, or any of your contractors, intend to use any substance which is covered by the above criteria then we require that you carry out an assessment in writing under the regulations and submit the assessment to the Organizers at least 28 days prior to the substance being used on site.

Radioactive substances must not be brought into Messe Berlin without prior written permission first.

Lasers

Operation of laser equipment is subject to notification and requires the agreement from the organisers. An independent inspection will be completed onsite and the exhibitor will be responsible for any costs incurred. The exhibitor must forward a full risk assessment and method statement to the Organizers at least 28 days prior to the event.

Machinery noise

In the interests of other exhibitors, the operation of loud machinery and appliances should be kept to a minimum. Noise levels at the stand boundaries must not exceed 70 dB(A).

Motor Vehicles

Any equipment burning Class 1 fuel shall comply with the following requirements:

- Fuel supply for 4-piston and under engines shall be none
- Fuel supply for engines larger than 4-piston shall not exceed 5 gallons
- Any battery or power source to the engine shall be disconnected
- No operation of any internal combustion engine will be allowed indoors, unless approved in writing by the Fire Prevention Bureau.

Vehicles in the building for unloading should be unloaded and removed from the building as soon as possible.

Open Flames and heating devices

Where open flames or heating devices are being demonstrated or displayed, the Fire Department shall be notified beforehand, and additional fire protection equipment may be required. Any quantities of flammable liquids that are kept on the premises must first be approved by the Fire Prevention Bureau and then be kept in appropriate safety cans.

Plans

Exhibitors having pillars in their booths with a fire extinguisher or a fire hose on them are required to submit three scaled floor plans of their exhibit to the Fire department. Plans that are rejected will be sent back to the submitter for correction. Plans that are approved will also be sent back to the submitter and to the facility.

Pyrotechnics

Pyrotechnical displays are prohibited in all enclosed spaces on the exhibition grounds.

Risk Assessment Guidance & Health & Safety Form

It is a condition of exhibiting at Breakbulk Americas that every exhibitor completes the Health and Safety form to provide us with contact details for the person on your team responsible for Health and Safety onsite and to declare to ITE Events Group that a Risk Assessment has been carried out. As such, please find below some guides and further information to help you. If you have any queries regarding the above, please contact the Organizers.

A Risk Assessment (RA) is a document identifying hazards that might cause harm to people and decide whether you are taking reasonable steps to prevent that harm. A risk assessment is about identifying sensible measures to control the risks during build-up, open and breakdown of your stand.

There are four steps to completing a Risk Assessment:

Step 1: Identify the hazards:

What, during the build-up, open days and breakdown of your stand, could cause harm to yourself or other people? Some hazards are recognized with a risk of harm – for example working at height, working with chemicals, machinery, and asbestos. But you should also consider what materials will be used? How

much noise and dust will there be? Are there slipping/tripping hazards? Any risk of fire? Will the work require long working hours and if so do you have a "Late working Rota" in place? etc

Step 2: Decide who might be harmed and how:

For each of the hazards identified in the first step, you need to identify the group of people who are at risk and might be harmed. This will help you to identify the precaution to take.

Step 3: Evaluate the risks and decide on precaution:

Once you have identified the hazards and who might be harmed, you need to evaluate the risk and how likely harm will occur?

Can the hazards/risks be eliminated completely?

If not, how can you isolate/control it?

You need to list the precaution taken – training, information, processes in place etc.

Step 4: Are further actions necessary to control the risk:

What more could you reasonably do for the uncontrolled risks? Could you remove the risk completely and try another option? Please ensure the relevant parties are then aware of this information.

Smoking

Smoking is prohibited in all enclosed spaces on the exhibition grounds as per Illinois State Law. Any person found to be smoking will be asked to extinguish it immediately or use the designated smoking areas outside the venue.

Smoke machines

The use of smoke machines is regulated and all requests to use smoke machines must be sent in writing to the Organizers at least 28 days prior to the event.

Suitable arrangements must be made to ensure that the smoke generated does not interfere with the venues smoke detection system or neighbouring stands.

Solvents

Substances of a solvent nature are not permitted to be used in the halls due to the lack of sufficient air circulation to omit the odours from the workspace. **Please note that any product used onsite omitting a solvent odour will be removed.**

Strobe Lighting

The use of strobe type fittings is regulated and all requests to use such fittings must be sent in writing to the Organizers at least 28 days before the event.

Careful consideration should be given to the use of strobe lights as under some conditions they may induce epilepsy in flicker-sensitive individuals. Whenever an agreement for strobe lights to be used is given, a warning notice shall be displayed on the stand in a clear and prominent position. Continuous operation of strobe lights will not be allowed, and flicker rate must not exceed 5 flashes per second and where more than one strobe light is used, the flashes must be synchronised.

Vehicles on Stands

We must be advised of all display vehicles at least 28 days prior to the event. Vehicles must be located on the stand area.

Vehicles displayed on stands must:

- Be static and have their engine switched off during the open hours of the event.
- Contain only a minimum amount of fuel
- Have a lockable fuel cap
- Have a drip tray placed under the engine

- Be included in the stand's risk assessment

Subject to a risk assessment, battery disconnection may be required for vehicles over ten years old. Agreement on delivery and removal times/dates must be discussed with and approved by the Organisers. Exhibitors will be asked to leave a spare set of keys with the Organisers in case of an emergency.

Vehicles with internal-combustion engines may only be exhibited in the halls and other enclosed event areas after obtaining permission from the Organisers. The contents of the vehicle's tanks shall be reduced to the minimum level required to drive the vehicle into and out of the area and, wherever possible, the tank caps shall be locked.

Depending on the event in question and the location of the exhibit, other safety measures may be required, such as rendering fuel tanks ineffective, disconnecting batteries and/or the posting of security guards.

In the case of electrically propelled vehicles, the propulsion batteries shall be disconnected from the drive using the safety cut-off switch (main switch).

Water features

If you are planning to have water features on your stand, you must include it in your risk assessment and notify the Organizers at least 28 days prior to the event.

The filling and draining of water features and exhibits must be carried out by the venue's appointed contractor. Fire hoses must not be used for this purpose. Under no circumstances may water be discharged onto the floors, into ducts or any other unauthorised part of the premises, as serious damage may be caused to the electrical mains and services.

Working at Height & Ladders

The most common health and safety breach across all our events is working at height. Please ensure you plan beforehand to make sure you have the correct height ladders to access areas of your stand that you need. Details are noted and kept on file where this does not happen.

Space Only Stand Information

What is included in my Space Only Exhibit Space?

You have purchased the exhibiting space and will be provided with a marked area on the show floor when you arrive. It is the exhibitor/contractor's responsibility to check the correct space before starting to build.

It is the responsibility of Exhibitors who have taken "SPACE ONLY" sites to supply, erect and decorate freestanding single clad partitioning to the periphery of their sites where they adjoin an adjacent stand. Any walls built over 2.5m must be decorated to an acceptable white standard on the reverse.

Important: Walling off any open stand side is restricted to 1/3 of each open side unless constructed in a see-through material or set back in 0.5m from the perimeter of your stand.

What documents to I need to submit to have my stand approved?

All Space Only Exhibit Spaces must submit drawings of their exhibit spaces together with EAC form, Risk Assessment and a Method Statement **by 12th August 2019 to Essential Events**

Who completes a Risk Assessment?

All Space Only exhibits must complete a risk assessment **by 12th August 2019 and submit for approval to Essential Events**

Why do I need to complete a Risk Assessment?

A risk assessment is an important step in protecting your workers and your business, as well as complying with the law. It helps you focus on the risks that really matter in your workplace – the ones with the potential to cause harm.

You are required to protect people as far as is reasonably practicable. It is simply a careful examination of what, in your work, could cause harm to people, so that you can weigh-up whether you have taken enough precautions or should do more to prevent harm. Workers and others have a right to be protected from harm caused by a failure to take reasonable control measures.

Please complete a Risk Assessment by **12th August 2019 and submit for approval to Essential Events:**

Lynn Hanstock

Essential Events

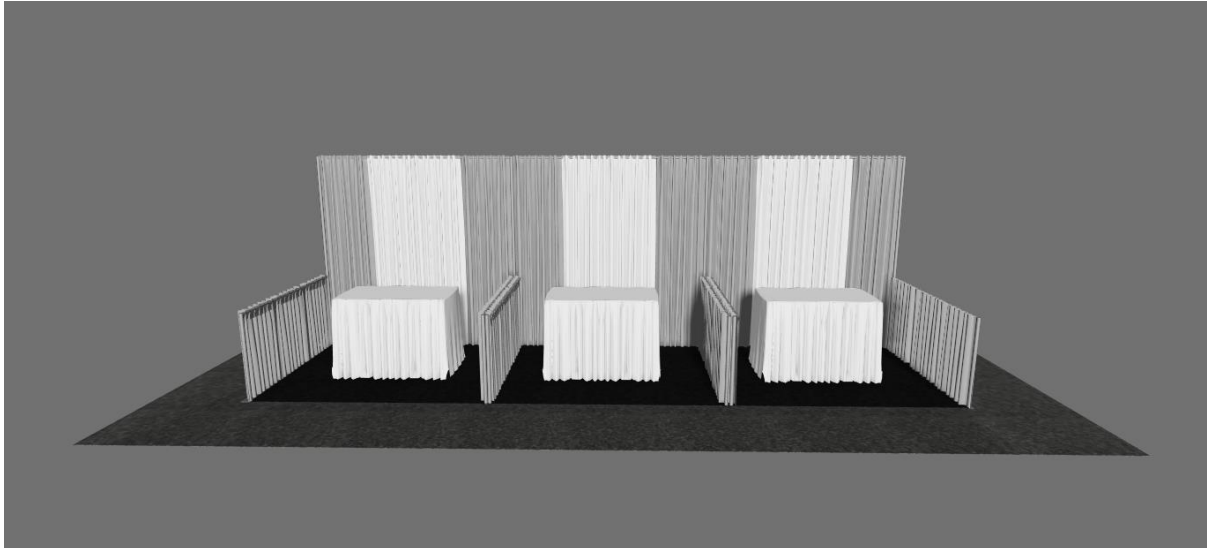
E: lhastock@essentialevents.co.uk

T: +44 (0) 1926 470 100

Pipe & Drape Stand Information

For each pipe & drape package, the organiser will provide:

- 8' high backwall drape, 3' high sidewall drape (colour – white, grey)
- 7" x 44" cardstock identification sign
- 1 white skirted table
- 2 side chairs
- 1 wastebasket



These visuals are only a representation of your stand, your allocated space may vary in size and orientation. Please check your contract for exact stand size

If you would like to upgrade this stand, please contact Shepard. They offer upgraded stand options in a variety of designs. Their contact details are:

Email: houston@shepardes.com

Phone: (832) 799 – 5700

All display features and accessories must be confined to your stand area. This includes the use of hanging signs.

1. Is furniture provided for my exhibit space?

Space only exhibits do not come with a furnishing package. Please refer to the Shepard manual and forms if you would like to order furniture for your stand from our official contractor Shepard.

2. Does carpet come with my exhibit space?

Space only exhibit spaces are not carpeted. Please refer to the Shepard manual and forms if you would like to order carpet for your stand from our official contractor Shepard.

Please note: there is mandatory floor covering required for this show and in order to maintain a consistent and professional appearance on the show floor, Breakbulk Americas requires that all exhibitor booths have carpeting or an alternative floor covering.

3. Will my exhibit space be cleaned?

Your exhibit does not come with cleaning services. The stand cleaning service must be ordered through the venue. Please place an order by visiting www.GRBBoothCleaning.com or contact Exhibitor Services at GRB-ExhibitorServices@houstonfirst.com / 713 – 853 – 8716 or 713-853-8001.

4. Does my exhibit space include electricity?

Electricity is not included in your exhibit space. Orders for electricity can be placed via the venue. You will need electrical outlet(s) if your display has any of the following: lights, computer printers, plasma, screens, etc.

Contact GRB Houston directly for information on electrical connections or if you need help with any specialist power requirements. Please order online at <https://orders.smartcitynetworks.com/center.aspx?center=001>

5. Power during build up and breakdown?

Please note if you require power during build-up and breakdown you will need to order it separately to your stand power. Please contact Smart City at GRB Houston directly on the above website link.

6. When do I need to have my exhibit space set up?

Contractors need to have completed build by **6pm Monday 7th October 2019**

Exhibitors need to finish dressing their stands by **12pm Tuesday 8th October 2019**

7. When can I begin dismantling and breakdown?

Exhibitors may begin breakdown on **Thursday, 10th October 2019 2:30pm**. No exhibits can be dismantled until all visitors have left the exhibition hall.

8. Is there an age requirement for exhibitors and attendees?

For insurance reasons, no one under the age of 18 is permitted on the show floor during build-up, breakdown and Show open.

9. Can I distribute literature and promotional materials the show?

Yes, but distribution of literature or promotional materials and products must be limited to your exhibit space only.

10. Is security provided for my exhibit space?

Breakbulk Americas 2019 provides adequate security for the facility only, during build-up, breakdown and show days. Please note you are responsible for insuring your own goods whilst they are on-site at Breakbulk Americas 2019. To help ensure good security at the show, please follow these points:

- Your staff are responsible for your company's security at the exhibition.
- Do not leave cash, handbags, valuables, laptops, etc. in unlocked drawers, cupboards or in your exhibit space, especially overnight.
- Laptops or mobile phones should not be left unattended at any time.
- Please note that build up and breakdown days are high-risk periods. Make sure you arrive prior to the official opening time and do not leave your exhibit space before the hall is clear of visitors.
- Should you have small valuables that you wish to leave on your exhibit space, you are advised to arrange lockable cabinets or other safe storage areas.

For additional security, please see above.

11. When would I need rigging?

This is required for any signs, overhead lighting or fittings that are to be hung from the ceiling within the exhibit space. Please note these must be included in your stand plan approval application. Rigging must be ordered through Shepard.

12. Can I drill in the floor?

No, unfortunately not, this is strictly prohibited.

13. What other promotional opportunities are available to Breakbulk Americas exhibitors?

There many additional opportunities for your company to extend your reach and increase your ROI before the show and on-site. Please contact your Breakbulk account manager for details on advertising, branding and sponsorship opportunities.