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# HEALTH & SAFETY

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## 4.1 GENERAL REQUIREMENTS

### 4.1.1 Statutory Regulations

The Health & Safety Regulations are applicable to exhibitions, events, etc, throughout their build-up, open days and breakdown. (see also General Information – Statutory Regulations)

### 4.1.2 Exhibitors' Responsibilities

All exhibitors and their contractors have a responsibility to ensure, as far as is reasonably practicable, the health, safety and welfare of all employees, and that any plant or systems of work which may be used are safe and without risks to health. This includes that all employees are provided with information, instruction, training and supervision to ensure not only their own health and safety but that of others working in the vicinity or members of the public attending the exhibition.

### 4.1.3 Venue Regulations and Inspection

Venue Officers will be checking during build up and breakdown, and also during the open period, that their policies, rules and regulations are being implemented at all times; exhibitors and contractors must ensure that all their staff have been made fully aware of these requirements and in particular must nominate sufficient staff to ensure observance of the emergency instructions (see Emergency and Evacuation Procedures).

### 4.1.4 Written Documentation

Written Health & Safety documentation as described below must be submitted to Plancourt Limited by the due date (see the Exhibitor Checklist Timetable) by both contractors and exhibitors. Access to the Hall will be prohibited until these legal requirements are met and badges for Exhibitors and Contractors will not be issued until all documentation has been submitted.

## 4.2 SPECIFIC REQUIREMENTS

The following are some of the principal areas that need to be brought to the attention of all:

- a) The understanding of Fire and Emergency Procedures at the Venue and the location of the Medical Centre (see Emergency and Evacuation Procedures).
- b) That 'duty holders', which includes both exhibitors and contractors, are responsible for safety where work is undertaken at height; the regulations require hard hats to be worn when working at height or beneath or near overhead working or, if the latter is impracticable, access must be restricted to such areas; hard hats should comply with EN 12492 if used solely for working at height and for groundwork must also comply with EN 397; ideally hard hats should comply with both EN 12492 and EN 397; appropriate scaffolding and ladders incorporating all relevant safety components must be used during the construction of any structures within the Halls and any tower scaffold in use must be correctly stabilised and propped (all in accordance with the Working at Height Regulations 2005 as amended). **Contractors should note that working at height is subject to a separate Risk Assessment although this can be incorporated in the Method Statement covering the general build process.**
- c) The need for operatives to wear suitable protective clothing relevant to their job which includes foot, hand, eye and hearing protection (all in accordance with the Personal Protective Equipment at Work Regulations 1992).
- d) That having received prior consent from the Venue for the use of flammable liquids, oils or gases these are used and stored safely, segregated from waste and other risk areas and that containers are stored in the designated compound (see also below – Compressed Gas / LPG).
- e) That portable power equipment is used only for the purpose for which it was designed and that safety guards are correctly fitted and used
- f) That portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live power supply connected to it; trailing leads must not cross aisles; petrol powered equipment must not be used.
- g) That powered access equipment (cranes, forklift trucks, electric tow tugs, hydraulic access equipment, etc) is not used by other than fully trained and certified personnel.
- h) That disused fluorescent type lighting tubes are placed in the yellow collection bins in and around the halls for safe and proper disposal (these must not be placed in plastic sacks, general rubbish bins or skips); any other broken glass must be disposed of in a safe manner.
- i) That chemicals, flammable liquids, needles and other medical waste are removed from the Venue by the exhibitor or, where this is not possible, brought to the attention of the cleaning contractor (see the Directory for contact details) for safe and proper disposal at the exhibitor's expense; such products must not be placed in plastic sacks, general rubbish bins or skips and exhibitors will be surcharged for the subsequent cost of dealing with any such items.
- j) That all work areas are maintained free from general waste materials which could endanger operatives.
- k) That all exhibitors' staff ensure when leaving the hall each night that their stands are rigorously inspected for any items of potential danger, that all appliances are turned off and that any potentially dangerous items are made safe.

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- l) That all contractors, particularly those from outside the UK, are aware of the need to identify suitable and sufficient tools and equipment required for the job before coming on site (with special consideration to general and Venue safety requirements); tools and equipment cannot be borrowed from the Venue.

## 4.3 EMERGENCY AISLES / GANGWAYS

An Emergency Gangway Plan will be issued to all Contractors and Exhibitors; emergency gangways must be maintained at all times during the build-up and breakdown and during open days to ensure clear route in case of emergencies.

## 4.4 STAND CONSTRUCTION (see also Exhibition Build Up, Open Days and Breakdown)

### 4.4.1 General

The Construction (Design & Management) Regulations 2007 are particularly aimed at raising awareness of safety matters in the construction industry and require that contractors prepare written Risk Assessments. However, the legal responsibility for implementing these Regulations falls upon the employer (i.e. the exhibitor) and it is essential therefore that exhibitors ensure that the individual responsible for organising their stand is fully aware of and complies with these requirements.

### 4.4.2 Risk Assessments

Each contractor must complete and submit a Method Statement and Risk Assessment to Plancourt Limited, a copy of which must be available on the stand for inspection at all times during the build up and breakdown of the exhibition. **The Safety Officer will carry out inspections to ensure that these regulations are being complied with and has authority to exclude contractors from the Exhibition Hall where insufficient information is provided.** If contractors are unfamiliar with these regulations or are uncertain of what is required they should contact Plancourt Limited. A leaflet entitled "Five Steps to Risk Assessment" (reference INDG163 (rev2)) is available from HSE Books and single copies are available free by phoning 01787 881165. This incorporates report sections that can be completed step by step and is highly recommended as an easy to follow method of preparing a Risk Assessment. The leaflet can also be downloaded from HSE's website: [www.hse.gov.uk/pubns/indg163.pdf](http://www.hse.gov.uk/pubns/indg163.pdf) and a talking leaflet is also available from <http://www.hse.gov.uk/pubns/tlindex.htm>

### 4.4.3 Emergency Telephone Numbers

It is a mandatory requirement that every contractor provides an emergency telephone number available on a 24hr basis during the entire build-up and break down periods as well as during the exhibition itself

### 4.4.4 Completion of Build – Space Only Stands

Contractors are required to ensure that stands are built fully in accordance with approved drawings. Upon completion of the stand the supervisor or foreman is required to "sign off" the construction by completing and submitting to the Organiser's Office the Stand Completion Certificate, copies of which are available from Plancourt Limited. The Contractor must remain on site until the stand construction has been inspected and approved by the Safety Officer. Failure to comply with these requirements may result in the exhibitor being denied access to their stand.

## 4.5 HEALTH AND SAFETY STATEMENTS

### 4.5.1 Inspection of Health and Safety Statements

All employers who employ five or more employees at any one time are required by law to prepare a written statement of general policy in respect of Health & Safety at Work (exemption from this requirement does not preclude the need for exhibitors to comply with other sections of these Regulations). All exhibitors to whom this requirement applies must have a copy of their Health and Safety Statement available for inspection on their stand throughout the duration of the exhibition together with relevant insurance certificates or policies. The Safety Officer will be carrying out inspections during the course of the Exhibition and it is important that exhibitors' staff are all aware of these requirements.

### 4.5.2 Supplementary Statements

Exhibitors are reminded that during the course of the exhibition there will be members of the general public on their stands. If existing Health and Safety Statements do not adequately cover this situation exhibitors are advised to prepare a supplementary statement, which should be appended to their existing document (some guidelines are offered at Appendix 1).

## 4.6 NOMINATED SAFETY REPRESENTATIVES

All exhibitors are required to nominate a member of staff to be responsible for Health and Safety matters during the exhibition, including during build up and breakdown. **THE NAME OF THE NOMINATED SAFETY REPRESENTATIVE(S) MUST BE SUBMITTED WHEN BOOKING THE STAND.** A second name should be provided wherever possible to ensure that in the event of an emergency a contact is available at all times. **Any subsequent changes to personnel must be advised to Plancourt Limited immediately.**

Nominated Safety Representatives must be:

- a) Familiar with the Health and Safety information set out in this Manual.

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- b) Responsible for ensuring that all staff are fully conversant with the Emergency and Evacuation Procedures set out in this Manual.
- c) Aware that if there is a likelihood of particular hazards on the stand there may be supplementary requirements and principles contained in the Venue's Health and Safety documentation.

## 4.7 DEMONSTRATIONS & HAZARDOUS EXHIBITS

### 4.7.1 Risk Assessments & Material Safety Data Sheets

- a) It is the sole responsibility of the Exhibitor to ensure the safety of their exhibits in relation to their staff and visitors and to ensure compliance with the requirements of all relevant legislation, and of the Health & Safety Executive, the Venue, the Local Authority and all other bodies before and when displaying or demonstrating such exhibits.
- b) All exhibits involving any sort of hazard including compressed gases / LPG, radioactive substances, lasers, naked flames & hot surfaces, flammable oils and liquids, chemicals, working machinery, etc., require prior approval from the Venue and the Local Authorities. FULL DETAILS WITH APPROPRIATE RISK ASSESSMENTS AND COSHH DATA SHEETS MUST BE SUBMITTED TO PLANCOURT LIMITED IN DUPLICATE OR ON CD BY THE DUE DATE (see the Exhibitor Checklist Timetable); aspects to consider include adequate supervision, precautions to avoid contact with hazards, appropriate signage and physical barriers if unattended at any time.
- c) Applications received after the due date may be refused due to lack of time to complete the consultation process.
- d) A General Risk Assessment / Method Statement and a Fire Risk Assessment must also be prepared by every "Space Only" exhibitor to cover activities taking place on the stand when the general public is at the exhibition; exhibitors on Shell Scheme stands are only required to submit these where there is a hazardous exhibit or demonstration on the stand but must in all other cases advise the Organiser that these are not required.

### 4.7.2 Dangerous Substances

- a) Where it is proposed to use toxic materials, the disposal of which requires notification to statutory authorities, the nature of the materials or fluids and the quantities involved must be advised to Plancourt Limited by the due date (see the Exhibitor Checklist Timetable). Any activities carried out by exhibitors that generate Gases, Vapours, Liquids, Fumes, Dusts, Fibres and Smoke must comply with the Control of Substances Hazardous to Health Regulations 2002 (as amended).
- b) Not more than one day's supply shall be stored on the stand or within the Halls at any time, the remainder being stored in closed containers in a location agreed with and under the control of the Venue Fire Officer.
- c) Toxic wastes must be placed in closed containers, marked accordingly, and special arrangements made with the Venue regarding their disposal.

### 4.7.3 Compressed Gas / LPG

- a) Compressed Gas / LPG cylinders are only permissible if their inclusion is integral to the display on the stand; only those cylinders actually required for one day's supply (only one of LPG) shall be kept on the stand and must be secured in an upright position; any spare cylinders shall be stored in a Venue approved area outside the Exhibition Hall; flammable gases must comply with the Dangerous Substances and Explosive Atmospheres Regulations.
- b) Any exhibitors wishing to use such cylinders should submit full details, including the sizes of the cylinders and their working pressures, to Plancourt Limited by the due date (see the Exhibitor Checklist Timetable), as approval is required from both the Local Authority and the Fire Authority; each application will be considered on its own merit by the authorities.
- c) Cylinders must not be connected or disconnected during the period that the exhibition is open to visitors and all empty cylinders must be removed from the venue; all connections must be carried out by a CORGI registered fitter.
- d) Compressed gas cylinders must be constructed and stamped in accordance with EN 1089-3 and must be painted with identifying colours in accordance with BS 349 (1973) "Identification of Contents of Industrial Gas Cylinders".
- e) Cylinders containing liquids or gases under pressure (other than those complying with EN 1098-3) must be fitted with safety valves of an approved type and a certificate in respect of a recent pressure test for each cylinder must be available for inspection.
- f) All gas installations must comply with The Gas Safety (Installation and Use) Regulations 1998 (S.I. 1998, No. 2451) (GSIUR) which provide the following definitions:
  - i. Gas Appliance: an appliance designed to be used by a consumer of gas for heating, lighting, cooking or other purposes.

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- II. Installer: a person carrying out work involving the installation, maintenance or checking of gas appliances.
- III. Installation: pipes supplying the gas, primary and secondary meters, valves, regulators, flues and appliances, etc.
- IV. Appliance Certificate: a document to confirm an appliance has been inspected by a competent person and is safe for its intended use.

### 4.7.4 Radioactive Substances & Electrically Generated Ionising Radiation

- a) Full details of any radioactive substances and / or equipment electrically generating ionising radiation must be submitted to Plancourt Limited by the due date (see the Exhibitor Checklist Timetable) for prior approval by the Venue along with details of the arrangements for the protection of persons and a copy of registration under the Radioactive Substances Act 1960 or conditional exemption under the Radioactive (Exhibitions) Exemption Order 1961.
- b) There must be compliance at all times with the Ionising Radiation Regulations 1999 (ref: 220 C) and "The Code of Practice for the Display of Sources of Ionising Radiological Radiation at Exhibitions" published in 1973 by the National Radiological Protection Board.
- c) Suitable fire extinguishers and warning notices must be provided.

### 4.7.5 Laser Products

- a) Exhibitors demonstrating laser products must comply with BS EN 60825 Safety of Laser Products.
- b) Full details of the equipment, including the dates and times that the lasers are to be demonstrated, along with a layout plan of the stand and copies of the equipment certification must be submitted to Plancourt Limited by the due date (see the Exhibitor Checklist Timetable) for prior approval by the Venue. Exhibitors must also provide appropriate signage for display at the Hall entrance.
- c) All lasers must carry information stating their class and any precautions required during use.
- d) Where class 3a, 3b or 4 lasers are to be demonstrated the exhibitor must appoint a Laser Safety Officer and send details of the appointee to Plancourt Limited by the due date; the Laser Safety Officer must be present on the stand at all times when the equipment is being demonstrated.
- e) Persons undertaking activities associated with laser equipment must employ safe systems of work during installation, use and removal.
- f) Suitable fire extinguishers and warning notices must be provided on the stand.
- g) The use of lasers for special effects purposes and the demonstration of lasers other than dental laser products are not permitted.**

### 4.7.6 Naked Flames & Hot Surfaces

- a) Full details of the equipment to be demonstrated must be submitted to Plancourt Limited by the due date (see the Exhibitor Checklist Timetable) for prior approval by the Venue.
- b) Where a boiler, stove, furnace or similar heat generating equipment is being displayed in operating conditions suitable non-combustible insulation material must be inserted between the heat source and the surrounding stand fittings and other structures to prevent the transmission of heat to any combustible part of the stand, including downwards transmission of heat to the floor of the hall.
- c) If the stand has a ceiling this must be well ventilated and constructed from non-combustible material conforming to BS 476 (Class 1).
- d) Hot areas must be effectively guarded to prevent injury to visitors and must be adequately fixed in a stable location to ensure continuous safety and stability.
- e) Heat emitting fittings, including lights that are installed at low level or are easily accessible for visitors must be protected to prevent burning injuries.
- f) Where a naked flame is present arrangements must be made to adequately monitor the burning period to ensure continued safety and stability.
- g) All burning materials must be properly extinguished when the stand is unattended.
- h) Warning signs must be prominently displayed and a suitable fire extinguisher must be readily available on the stand.

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- i) Where oxy-acetylene cutting/welding, arc welding, soldering, gas/oil blow lamps, grinders, metal burning, brazing or other operations generating heat are carried out as part of a demonstration a hot work permit must be obtained from the Venue; full details of the proposed demonstration and the control measures to be put in place must be submitted to Plancourt Limited by the due date (see the Exhibitor Checklist Timetable); adequate precautions must be taken to prevent damage to property or injury to persons by fire or hot metal; a charge may be made by the Venue for the provision of additional fire-fighting equipment and for any surveillance by the Venue Fire Officers necessitated by the additional risk.

### 4.7.7 Flammable Oils & Liquids

- a) Full details of all such products to be used at the exhibition must be submitted to Plancourt Limited by the due date (see the Exhibitor Checklist Timetable) for prior approval by the Venue.
- b) Fuel oil used in connection with any oil burning equipment must have a flashpoint of not less than 54° C (130° F) and must be in accordance with BS 5410; paraffin and other mineral oils are not permitted.
- c) Flammable liquids and gases must comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002 and the Petroleum Regulations Acts 1928 and 1936.
- d) Working exhibits must only have sufficient oil, liquid or gas for one day's use and must only be replenished at times when visitors are not present in the Halls; the remainder must be stored in closed containers in a location agreed with and under the control of the Venue Fire Officer.
- e) Not more than one of each model or type may be exhibited in a working demonstration.
- f) Working exhibits must be firmly fixed or placed so that they cannot be overturned; stoves must be manufactured in accordance with BS 3300.
- g) Flammable spirits must not be used for cleaning purposes.
- h) Warning signs must be prominently displayed and a suitable fire extinguisher must be readily available on the stand.

### 4.7.8 Chemicals

Some concern has been expressed by the authorities at the amount of chemicals on display and stored in the hall at previous dental exhibitions. Material safety data sheets (Control of Substances Hazardous to Health Regulations 2002) must be submitted in respect of all such materials, whether or not they are to be used for demonstration purposes. In view of this requirement we would STRONGLY ADVISE EXHIBITORS TO DISPLAY EMPTY CONTAINERS wherever possible in order to reduce the volume of paperwork submitted (see also the Chemicals [Hazard Information & Packaging for Supply Regulations] 2002).

### 4.7.9 Tooth Whitening & Tooth Jewellery

- a) Only registered GDC dentists are permitted to apply materials and carry out procedures designed to improve the aesthetic appearance of teeth or give clinical advice about such procedures.
- b) Tooth whitening products contain bleach and need to be handled with caution; under the terms of the Cosmetic Products (Safety) Regulations it is illegal to supply tooth whitening products that contain more than 0.1% hydrogen peroxide or any associated products which release greater than this level of hydrogen peroxide. In situations where teeth whitening is carried out by laser machine operators must be registered with the Health Promotion Agency.
- c) A record must be kept of any such treatment given which should also include the names of both the person receiving the treatment and the person giving the treatment; these records must be made available to Officers of the Local Authority, the Venue or the Organiser if so requested.

### 4.7.10 Demonstrations

The Health and Safety at Work Act 1974 & The Management of Health and Safety at Work Regulations 1999 require that "any equipment being operated or demonstrated shall be inherently safe and not create a hazard to the demonstrator [or to visitors to the exhibition]". Exhibitors are responsible for ensuring that working exhibits and demonstrations meet the requirements of the Health and Safety Executive, the Local Authority and the Venue and that Risk Assessments have been submitted covering all such demonstrations. The following guidelines, though not exhaustive, should be brought to the attention of all:

- a) All running machinery and other working equipment must be efficiently guarded to prevent injury to operators and visitors and must be properly secured to the floor of the stand or to the working surface.
- b) Exhibits must not project into the aisles; in particular exhibitors must ensure that dental chairs or any accessories cannot project into the aisles when in use; similarly if "patients" are to use the chairs their feet must not project beyond the limits of the stand when seated.
- c) All electrical components must be properly installed and adequately protected; exhibit starting devices must be isolated to prevent the operation of unattended exhibits.

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- d) Clearly visible and accessible emergency stop controls must be incorporated for all sources of power to and from the equipment (including electrical, hydraulic and pneumatic) and all equipment must be switched off when not being demonstrated.
- e) Machinery and equipment and adjoining areas must be provided with adequate lighting.
- f) Screens must be incorporated and suitable eye protection provided where appropriate to ensure the safety of visitors.
- g) Operators must be fully trained and wear suitable personal protective clothing.
- h) Any demonstration or exhibit providing a potential fire hazard must be constructed in approved materials and non-combustible materials must be used in the immediate area of the demonstration.
- i) Operators must know how to use the fire extinguishers provided and be aware of their locations.

## 4.7.11 The COSHH Regulations 2002 (Control of Substances Hazardous to Health)

Under these Regulations an exhibition stand is designated as a workplace and exhibitors are responsible for ensuring that all staff are fully trained and provided with the correct protective clothing and equipment to enable them to meet the statutory requirements.

## 4.8 ELECTRICAL REGULATIONS

### 4.8.1 Legislation

- a) All electrical installations on stands, features, displays or exhibits shall comply with:
  - i) The current edition of BS 7671 'The IEE Wiring Regulations - Requirements for Electrical Installations' (17<sup>th</sup> Edition) with any amendments thereto.
  - ii) Any special requirements of the Local Authorities and of the Venue and all relevant statutory requirements.
  - iii) The Health & Safety at Work etc., Act 1974.
  - iv) The Electricity at Work Regulations 1989.
  - v) The Exhibition Venues Association 'Regulations for Stand Electrical Installations' updated June 2001.
- b) All electrical appliances used by exhibitors must be compatible with the standard UK voltage provided by the Venue, so as to ensure safety in use.
- c) Standard UK Electrical Supplies comply with the EU Harmonised Voltage Band of + 10% and – 6%

Single Phase	230volts	50 Hz	(216v to 253v)
Three Phase	415volts	50 Hz	(376v to 440v)
- d) Any appliance exhibited which falls outside the venue's standard electrical supply ratings, must be clearly and unambiguously marked and as such not connected except as e) below.
- e) For non-standard voltage and frequencies, the client may be allowed to bring in suitable voltage transformers and frequency converters if written permission is given by the Venue.

### 4.8.2 Cable Clips

White cable clips must be used to ensure a contrast with the hall floor; exhibitors will be charged for the removal of clips that do not comply.

### 4.8.3 Appliances

Any electrical appliance connected to a socket must have been PAT tested and labelled by a competent person before it is plugged in and energised. Exhibitors will be required to remove non compliant equipment from the hall.

### 4.8.4 Plug Tops

All 13amp plug tops must conform to BS 1363/A. Not more than one flexible cable shall be run from each plug top and all flexible cables must be in one piece. Taped joints are not permitted.

### 4.8.5 Adaptors & Extension Leads

13 amp bayonet adaptors, multi-way plug-in type adaptors and extension leads on reels are not permitted. The use of trailing-block type 4 way adaptors is restricted as follows:

- a) All such adaptors must be fused and limited to a maximum loading of 500 watts total.
- b) Only one 4-way unit may be run from each fixed socket.
- c) Length of flex from plug top to trailing block unit must not exceed 2 metres.
- d) Flex must not cross public areas.

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## 4.8.6 Temporary Power Supplies during Build Up and Breakdown

The Official Electrical Contractor will energise all stands by 22.00 hrs on the day prior to the show opening. Those exhibitors requiring a temporary power supply prior to that time and/or during breakdown should contact the Official Electrical Contractor by the due date (see the Exhibitor Checklist Timetable). During breakdown the normal power supply will be switched off 30 minutes after the exhibition closes (i.e. at 5.30 pm). Exhibitors must ensure that no electrical work is carried out (other than the removal of items cabled to 13amp plug tops) until the power supply has been switched off. This will be advised over the Public Address System.

## 4.8.7 Power Supply for Decommissioning Dental Chairs

Those exhibitors requiring power for decommissioning dental chairs should complete the relevant section on the Booking Form. A £50 charge will be invoiced and power will be maintained to individual stands for 1½ hours after the exhibition closes on the final day (i.e. until 6.30pm). No other electrical work may be carried out until the power supply to those stands has been switched off.

## 4.8.8 Mains Testing

All space only stands, including those with a mains only supply, must be independently tested by the Official Electrical Contractor before being connected to the Venue mains supply; the cost will depend upon the size and complexity of the installation and will be invoiced with the mains charge direct to the exhibitor/contractor.

## 4.9 NIGHT COVERS/SHEETS

All covers used to protect displays or exhibits shall be inherently non-flammable or of material rendered non-flammable to the satisfaction of the Venue and in accordance with BS 476 Class 1; it is recommended that only those made of netting or transparent material be used. When not in use these must be rolled up and secured within the area of the stand and must not be left in a position where they will cause an obstruction or interrupt the line of sight.

## 4.10 CURTAINS

Curtains to openings or recesses must be inherently non-flammable or of material rendered non-flammable to the satisfaction of the Venue in accordance with BS 5438 (Class 1). Curtains should hang at least 75 millimetres clear of the ground, be parted in the centre and must not conceal any exit signs or other regulatory notices.

## 4.11 SOLID CEILINGS

Where rooms have solid imperforate ceilings and floor areas greater than 25sq.m or a travel distance of 10 metres or more, self-contained smoke detectors must be provided. The use of treated fabric may be permitted if it is not exposed to the risk of fire from lighted articles dropped from above.

## 4.12 VOIDS BEHIND STANDS

Cavities and spaces between or behind stands must be sealed off and must not be used by exhibitors for the storage of packing cases, empty cartons, excess stock, literature, etc., or for any other purpose (for storage see Exhibition Build Up, Open Days and Breakdown – Hospitality Suites and Storage areas). Packing materials must not be returned to stands until after the close of the show on the final day.

## 4.13 ALCOHOL

The consumption of alcohol by contractors during build-up and breakdown is strictly prohibited and any contractors found with alcohol, or in an intoxicated state, will be removed from site with immediate effect. Any consequential costs incurred by the Organiser in respect of the dismantling/disposing of stand structures, equipment or other items will be charged to the exhibitor.

## 4.14 LANGUAGE

An exhibitor appointing European or other non-British contractors must ensure that at least one member of the contractor's team is sufficiently fluent in English to understand and respond to instructions from the Organiser, the Safety Officer or other authority.

## 4.15 WORKING TIME DIRECTIVE

Several contractors at recent shows have been found to be working excessive hours. Exhibitors must ensure, especially in respect of large and/or complex stands, that consideration is given during the planning stage to the length of time required to build and break down the stand. **If this is likely to exceed the allowed working time guidelines exhibitors must ensure that their contractors provide sufficient staff to operate a shift style system.** The Organiser recognises that there is a 'duty of care' to all contractors working at BDTA Dental Showcase and there will therefore be a **maximum of 14 hours permitted per shift**. Exhibitors must consider that should their contractor be found to be in breach of these requirements and is in consequence stopped from working their stand might not be completed in time for the opening of the exhibition (see also Exhibition Build Up, Open Days and Breakdown – Late Working).

Exhibitors are also reminded that working outside the Hall Open Periods (see Show Timetable) will result in late working charges being imposed by the venue.