

Onsite Health & Safety Management

On arrival

We expect the stand manager and/or health & safety representative to report to the site safety office (North Hall N7 Lower and South Hall S7 Lower) to meet the WTM H&S Manager assigned to your stand to discuss your build plans and schedule in detail. Please have all your paperwork ready to be reviewed.

Schedule your Transport

There is limited space in the halls so please do not bring any stand dressing items like furniture, floral etc. until your stand is ready to have these items delivered straight on to the stand. These types of items must not arrive on the first day of your build and sit in the aisle. The organisers reserve the right to arrange with the official logistics provider to remove any stand fitting items that are blocking aisles into storage and the contractor will incur a 100% surcharge (as set out in the ILS tariff) for the removal and storage of these items.

You do not need your furniture on the first day of build so be considerate of others and plan your deliveries accordingly. To avoid the risk of furniture and dressing items being turned away during the first few days of build, why not arrange for these items to be stored with the [Official Logistics Provider](#) until you are ready for them

We expect all contractors to keep aisles around their stand clear at all times.

Live Edge Working

As part of your stand plan submission you should have included details on what measures you have in place to reduce the risk of falls from height from working on a live edge. This will be checked onsite by the WTM Health & Safety Manager and any unsafe working will result in work being stopped while improvement are made. If unsafe working continues then contractors may be asked to leave site. There is zero tolerance to unsafe working.

[Click here for further details](#)

Working at Height

You are reminded that working at height can be a high-risk activity and close attention will be taken on working practices during the build and dismantling of stands. Where possible working at height should be avoided and if unavoidable the use of work equipment (such as scaffold towers) and other measures (such as edge protection and/or fall arrest harnesses) should be used to minimise the consequences of a fall.

For further advice on working at height safety, please visit the Stop the Drop [website](#)

Suspended structures

For stands with complex rigging, the structure must be checked by the RX appointed independent structural engineer before being hoisted or suspended. You will be issued with a slip to confirm that the suspended structure has been inspected by a structural engineer and permission has been given to raise it.

No further changes must be made to the suspended structure before it is raised. If you make any further changes/add or remove any additional elements, then you need to contact the Health & Safety team to arrange for your structure to be inspected again.

You must not raise your complex rig until it has been checked. [Click here](#) for further details on the Rigging Regulations.

Plant Hire

You are not permitted to operate your own forklifts, cherry pickers and scissor lifts in the hall and loading areas. Anyone caught doing so will be removed from site.

Late/Overnight working

If you have or are booking late or overnight working we expect you to have taken the necessary steps to ensure a safe working environment, including, but not limited to, switching crews, regular breaks. If you have booked to work beyond 10pm the Supervisor must report to the WTM Health & Safety Manager before 2pm to discuss this. RX reserves the right to stop any continued working and remove you from the Venue without a refund on the fees due.

[Click here to book late/overnight working](#)

Changes to stand builds

Once permission to build has been given no changes must be made to the structure of the stand. This also includes adding extra elements to any suspended structures. If this happens you will be asked to remove the item.

All stand build must be complete by 0800hrs on Sunday 5 November as this day is for stand dressing only and you must not impact on the aisle carpet being laid from Sunday afternoon.

Stand Waste

All contractors and exhibitors are responsible for organising the management of their own waste during this time, this includes keeping all aisles around the stand free of stand fitting waste and debris.

We expect all contractors to order necessary waste bins through ExCeL for build up and breakdown which will be monitored and checked onsite. We recommend that you do this in advance now through ExCeL webshop - [Exhibitor Service Center \(ungerboeck.com\)](http://Exhibitor Service Center (ungerboeck.com))

We want everyone to have a smooth build and breakdown experience so we expect everyone to cooperate, understand their own responsibilities and the knock on impact that their actions can have on the success of the event.

Further information will be communicated soon relating to:

- New Vehicle Booking system
- Contractor Registration
- Final contractor mailing with further useful information to help with the final stages of your planning

WTM Operations team