

# Health & Safety Guide



## ✓ Mandatory PPE During Build-up & Breakdown

### Minimum requirements:

- 🚧 **High-Visibility Vest** is mandatory to be worn inside the exhibition halls.
- 🧤 **Closed-Shoes** is to protect your feet. Closed-toe footwear is permitted.
- 🧢 **Hard Hats** are mandatory if working with heights or areas with falling object hazard.

**Everyone inside the halls are required to follow PPE requirements.**

### Safe Practices:

- **Working at Height:** Use proper equipment and practice buddy-system when using ladders.
- **Smoking is strictly** prohibited inside the halls, Smoke in designated areas only.

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## ○ Key Points

- Report Concerns/Emergency** : Raise any health & safety concern/incident with the Organizer.
- Focus on Safety** : Be familiar with your team's risk assessment and method statement.
- Electrical & Tools Safety:** Ensure that all wirings are handled by a qualified electrician. Order your Electrical requirements in prior from **PX Systems**. Make sure that all mechanical tools must be in good working conditions.
- Display Item Safety** :
  - Secure hazardous display item with safety strips/hazard markings.
  - Use coverings and markings for any item with hazard risk.
  - Secure any fire-lit candle/material on your stand.
- Fire Safety:** In-case of an emergency, fire equipment is available around the venue.
- Access & Fire Exits** : Do not block any access doors/fire exits.

- Storage :** Storing items/empty boxes behind your stand is prohibited! If you require storage, please contact **DSV Solutions**.
- Ambulance:** Available on Standby - please approach organizer/security for any emergency.

## ⚠ **Emergency Procedure:**

- Know the evacuation routes:** Familiarize yourself and your team with the nearest fire exits. Evacuation maps and signage are available throughout the venue.
- Stay Calm:** In case of an emergency, remain calm and follow the instruction.
- Announcement:** Listen to any emergency alarms over the PA system for further instruction.

## Warning Regulations & Non-Compliance Fee



- Follow Guidelines:** Adhering to the safety rules protect you and the people around you.
- Authority:** The Organizer can stop any unsafe work and issue fine if needed.
- Fines:** Varies based on Organizer's discretion on the level of offense committed.
- Indemnity Form:** must be signed prior to building your stand.

## ⚠ **Key Regulations:**

- ⊖ **No Branding/Sticker Application:** Applying graphics on fascia and shell scheme walls must be done through the official contractor only.
- ⊖ **Prevent Trip Hazards:** All space-only platform edges must be curved or covered with safety caps to ensure safety. Do not protrude display items out of your stand perimeter.
- ⊖ **Raised Platform:** Any platform more than 8cm must provide Wheelchair Access Ramp.
- ⊖ **Aisle Clearance:** Ensure that aisles are not blocked for smooth access.
- ⊖ **Storage Doors:** Doors must open inwards and must have a port-hole for visibility.
- ⊖ **Electrical:** Do not use unsafe tools or damaged wirings to avoid any accidents.

- **PPE Equipment:** Follow the basic requirements for PPE inside the exhibition halls.
- **Comply with Timetable:** A detailed build-up and breakdown timetable is available through the Exhibitor Portal. Failure to comply on the timings will result to fines.
- **Delayed Construction:** Last day is very crucial - only touch ups, cleaning and fixing display items are allowed.

*Ensuring compliance with these regulations will help create a safe and efficient environment for everyone. Thank you for your cooperation.*

## Freight



### Official Freight Forwarder

**DSV Solutions**

**Jakrawut Wichitpornchai**

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- **Sole official freight, custom clearance and on-site handling contractors**
- **Worldwide Exhibit Display collection**
- **Customs Formalities**
- **Temporary and permanent shipment assistance**
- **Onsite handling**
- **Unloading and Loading handling**
- **Forklift handling**
- **Onsite Storage**

*DSV Solutions are the only company permitted to operate any mechanical/forklift machines on site.*

- **Make prior arrangements with DSV Solutions for offloading from vehicle/container to stand**
- **Exhibitor or representative must be present at the stand area to receive exhibits**
- **DSV Solutions cannot be held responsible for deliveries made without a representative present**
- **Only forklifts belonging to DSV Solutions or DMG/venue appointed contractors may be used on site**
- **DSV Solutions are the exclusive contractor for all storage needs**