

DUBAI EXHIBITION CENTRE

HEALTH AND SAFETY

RULES AND REGULATIONS

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Foreword

This document is published by the Dubai Exhibition Centre (DEC) and is intended for all users of DEC and in particular exhibition/event organisers who are required to conduct their business in accordance with these requirements as part of their Venue Lease Agreement.

This document is produced in accordance with Dubai Municipality requirements, Dubai Civil Defence UAE Fire and Life Safety Code of Practice 2011 edition, relevant manufacturers' instructions and guidelines, and other international standards. It should be read in conjunction with the eGuide 2017 Guidance for Events in UK Venue, under Association of Event Venue (AEV), July 2017. This is not intended as an exhaustive reference and in some cases consultation with a qualified health and safety professional is recommended so that relevant duties are clearly understood and suitably considered.

High standards of health and safety applied by users of the facilities should be maintained at all times and every effort must be made by all parties to ensure that those standards provide a safe and healthy

environment for all involved with exhibitions and events at the venue.

Our objective is to ensure that all persons attending the facility have a safe and enjoyable experience. To achieve this, we will require the full cooperation of everyone involved in the exhibition/event process. Health and safety is everyone's concern so please be diligent and enjoy your visit to DEC.

The DEC Organiser Manual, referenced in this document, represents the organiser's manual issued by DEC.

DEC has the right to amend and/or change and/or alter the present Health and Safety Rules and Regulations at its sole discretion. DEC will notify the Organiser and/or the Client in due course upon which the new version shall apply.

Issued by DEC Venue Infrastructure Health and Safety Department.

Section 1 - Introduction

1.1 The Venue Lease Agreement and the Rules and Regulations

The rules and regulations produced by DEC shall be observed and enforced at all times by tenants, event organisers, exhibition organisers, exhibitors, contractors, subcontractors and in some cases visitors. These rules and regulations form part of the Venue Lease Agreement contract.

1.2 Responsibilities and Duties under Law

Under Dubai Municipality Local Order 61 of 1991 and codes adopted under this order, it is the duty of every employer to protect the health and safety of employees. UAE Federal Law No. 8 requires each employer to provide appropriate safety measures to protect workers against hazards. It is the employer's duty to ensure that work is safe for employees and non-employees who may be affected by the work activity. Under the definitions provided within Local Order 61, the exhibition/event floor under build-up and tear-down is defined as an area of 'construction' and the requirements of Dubai Municipality Code of Construction Safety Practice applies at all times.

It is highly recommended that persons or companies involved in this construction process obtain a copy of this publication, which is available through the Dubai Municipality Building and Environment Departments.

Dubai Municipality Technical Guidelines also apply at the venue. They can be obtained through the Dubai Municipality website at www.dm.gov.ae. Authorised DEC staff reserve the right to request the removal of persons from the premises who demonstrate a blatant disregard for their own safety or the safety of others, as permitted by the employer under UAE Federal Law No. 8 of 1980, article 120(d). Authorised staff will be the Director General, Senior Vice Presidents, and

Health and Safety Managers of the company. It is the duty of every contractor and subcontractor to comply with the rules of the health and safety regulations and legislation in force in the UAE and the Emirate of Dubai. Under Dubai Local Orders it is the condition of each contract that no contractor or subcontractor, for any part of the contract work, shall require any worker employed in the performance of the contract to work in surroundings or working conditions which are unsanitary, hazardous or dangerous to his/her health or safety.

Contractors should be aware of the requirements that exist in relation to the appointment of a company safety officer or supervisor, the requirement to inform Dubai Municipality of such appointees and the status of experience and qualification of these individuals. Further details are available in the Code of Construction Safety Practice mentioned in paragraph 2 above.

Contractors and employers also have accident prevention responsibilities under this 'code of practice' which should be understood and applied at the venue. These include advising employees in writing of exposure to risks within their work, instruction or training in the recognition and avoidance of unsafe condition towards the elimination of hazards and exposure to injury and the formal notification of accidents to the authorities of Dubai Municipality.

1.3 Regulations on Personal Protective Equipment

In accordance with the Dubai Municipality Code of Construction Safety Practice, the Accepted Code of Practice and the International Best Practice Standards in the workplace, we are strictly implementing personal protective equipment (PPE) across all the venue – without exception. All contractors must

ensure their workforce have the required PPE to carry out the task in hand. The nature of the PPE is to be selected based on a risk assessment and hazards present. PPE comprises of clothing, equipment and substances to protect part or all of the body from foreseeable work related injuries. All items should carry the appropriate BS kite marks.

Head Protection (Hard Hat)



All employers are required to provide each member of their team with a personal hard hat when overhead work is being carried out or where there is a risk of falling objects – BS EN 397 or equivalent.

High Visibility Vest



Vests are compulsory and should be worn by each member of the workforce operating anywhere within the venue - BS EN20471 (class 2).

Safety Shoes



Shoes need to be hard capped to protect against injury. Sneakers, sandals, high heels or everyday shoes are not allowed – BS ENISO20345.SBP.

Section 2 - Event Planning

2.1 Event Layout Drawings

Layout plans shall be submitted to DEC using only the latest approved Master Plan template provided by DEC specifically for that purpose.

Layout plans of exhibitions and events shall be prepared by the organiser and shall consider the maintenance of fire doors and routes, firefighting equipment in the halls, access to toilet facilities and electrical distribution boxes. Layout templates are available through the Venue Planner, which contain recommendations for an event layout.

At all the venue, all fire exits, shutter doors, corridors and access zones must remain clear and available at all times. This policy must be reflected in the layout drawings.

A competent person should be employed to produce the layout plans. The person should consider, in addition to the detail in paragraph one above, visitor traffic flows, sightlines, travel distances, emergency services provision locations, camera locations, temporary seating, service areas, storage areas, temporary structures, barriers, partitions, drapes, and venue toilets or any additional toilet facilities. Where the introduction of a number of stands creates an increased distance to firefighting equipment beyond that required under international standards, it shall be the organiser's responsibility to install additional firefighting capability in order to meet with that standard. This will be at the Organisers cost.

It is obligatory for the exhibitor to provide firefighting equipment for their stand if the exhibitor displays or uses indoor pyrotechnics, smoke machines, candles or any other flammable substances. If the exhibitor or the organiser fails to provide such equipment, DEC will provide the required firefighting equipment and

charge the cost to the organiser accordingly. In addition to the requirements of the Venue Planner, a copy of the layout should be provided to the Emergency Services and Health and Safety sections to enable an accurate response to an emergency call-out within the halls during the tenancy. It should be of sufficient size to enable clear identification of stands and exhibition activity locations.

Provision of layout drawings must be in accordance with the timing requirements contained in the DEC Organiser Manual, i.e. 2 weeks prior to the start of the tenancy.

2.2 Engineering Limitations

The organiser must ensure that the engineering limitations are not exceeded at the venue. This will include the loading of roof trusses during the build-up, tear-down and operation of the event. A 1.50-metre gap clearance from the bottom of the roof trusses up to the ceiling of the stands is required.

Floor loadings internally and externally will be subject to limitations to prevent damage, failure or subsidence. Stands or exhibits are not allowed to use venue walls or doors for bracing to stabilise exhibition stands or temporary structures. Stands or structures cannot be connected to rigging points and ground supports. The structure is either rigged or floor supported. Loading limit information for the venue is available in the DEC Organiser Manual.

2.3 Floor Trenches

Access to and use of all floor trenches is limited to DEC Engineering and Utilities departments for the purpose of installing main supply cables, piped services and telecommunication equipment only. The Floor trenches can only be opened by DEC staff. When the floor trenches are open, the area around should be barricaded and operation signage should be provided.

2.4 Organiser's Responsibility

We would remind the organiser that all the exhibitions halls, conference facilities, meeting rooms and suites at the venue are no smoking areas. Dedicated smoking areas are provided front of house for Organisers, Exhibitors and Visitors on open days. Contractor smoking areas are provided in the services yards during build up and break down. Please ask the Venue Planner for further details of the location.

Organisers must enforce this requirement at the venue and give sufficient advertising of this requirement within their exhibition manuals and welcome packs.

The organiser, in the planning of an event, must ensure that sufficient time is given to the build-up and tear-down activities of the event. Reducing these timescales has a significant impact on the safe activity of contractors and suppliers during the build-up and tear-down. The organiser is responsible for exercising sensible judgment, based on experience, as to an appropriate timescale for the construction and dismantling works at the venue. DEC reserves the right to intervene on client proposals that reduce the timescales to an unacceptable level.

The organiser is required to provide sufficient competent supervision and attendance within their events, exhibition and conference halls during the entire tenancy at the venue. It is important to understand that the event does not finish from a health and safety perspective until the dismantling works are completed safely and the halls vacated.

The organiser is required to have a competent person (minimum of NEBOSH qualification) for all exhibitions and conferences in the halls who are responsible for Health and Safety from their side during their tenancy. The person's contact details should be submitted along with an Organisers Event Risk

Assessment 2 weeks before the tenancy starts. This is a live, dynamic document that can be updated during the show; any updates should be shared with DEC Health and Safety Department.

It is recommended that contracts between organisers, exhibitors and contractors include the requirement for adequate competent supervision of the works.

2.5 Goods Access to the Venue

The organiser must ensure that a competent freight forwarder is engaged in the delivery and removal activities at the venue.

Contractors delivering goods or providing services will require a contractors badge to support event time operations, entry into the halls and unload in DEC Plaza, DEC entrances and DEC service yards.

For smaller events and meeting rooms, contractors will be given direct access and may need to schedule their contractors (contractor badges will be required). A copy of the schedule must be submitted to the DEC Venue Planner for Security and H/S to review at least 24 hours before the start of the tenancy.

For larger events, all contractors will be required to go to P1 Parking (please refer to the DEC Parking Map) where they will be released as per the organiser's priority order or on a first come, first release basis.

Please see the full information and maps on Contracting badges, access and unloading/pick up.

DEC operates service yards at the rear of the North and South halls designated for access to the internal exhibition halls. This area is under the control of the DEC Team, Venue and Security Departments, in coordination with the organiser, who will be responsible for ensuring that storage and unloading in the yard is controlled, safe and in accordance with Dubai Civil Defence fire requirements.

All materials for events must be taken into the halls through the rear service yards.

The use of industrial trolleys or the movement of materials through the concourses will not be permitted.

Scooters and bikes are strictly not permitted to be ridden in any area of DEC.

Exhibits and stand fixtures or fittings and associated materials shall only be delivered, unpacked, packed or collected at times when the public are not admitted into the halls. No structural or heavy duty elements shall be worked on during exhibitions/events unless to facilitate emergency safe repair of a structure following written approval by DEC Health and Safety and the venue management. It is the organiser's responsibility to advise the venue of such work requirements.

Exhibitors' personal luggage will be permitted out through the concourse provided it is of a reasonable size, carried or wheeled by one person, and provided that it does not cause a hazard or inconvenience to other facility users and will not damage the venue infrastructure.

2.6 Contractor, Exhibitor and Visitor Access to the Halls

Contractors must be in the halls only during an exhibition/event when they have been asked to attend a stand that requires attendance due to an urgent safety situation; otherwise all works must be carried out after visitor hours. See also section 2.5 above relating to notification of such works.

Contractors must display a DEC Contractor Badge and proof that they have been approved for access by the organiser. Where 'out of hours' works are necessary or special access arrangements exist with the organiser,

a documented permit system will be used, DEC is required 3 hours notice before the event closes.

It is the responsibility of the organiser to ensure that all hot works are submitted to the venue for approval and suitable controls are in place at all times. See also section 4.17.

No moving vehicles, including contractor vehicles such as forklifts and general plant equipment, other than those given special approval, will be allowed into any hall while that hall is open to the public. Access for stand equipment and contractors will only be via the rear service yard access. No materials or industrial trolleys will be permitted through the front concourse entrances.

All contractors who wish to bring in construction supplies and equipment to be used for build-up and tear-down, of their stands located in the concourse, (subject to DEC prior approval) should be advised in advanced of the nearest service yard to bring their stand materials and equipment. Contractors should not block fire exit doors at any time

Visitor and exhibitor access to the halls shall be via the concourses. The halls are suitably signed to assist visitors to the venue in locating their exhibition/event entry points. The rules of DEC and the exhibition/event organiser must be respected with regards to specific access arrangements. The halls have separate doors for pedestrian entry and exit which must be used accordingly where instructed. All persons entering exhibition/event areas must be in possession of a visitor, exhibitor, organiser, press or DEC employee badge/ticket or equivalent to gain access to the halls. The display of badges is also required whilst within the halls. Access to the rear of the halls' external areas or areas of the venue that are not active public areas, such as behind the stand or in the service yards, is not permitted as equipment exists

that may be harmful if interfered with, except in an emergency.

Where substantial numbers of visitors are expected at an event it is the organiser's responsibility to ensure suitable crowd safety and control measures that will be necessary. For further information, see section 7 of this rules and regulations document.

2.7 Hazardous Materials and Activities

It is essential that the following paragraphs are read if you are considering, for example, a flammable gas supply or the use of pyrotechnics in your event at the venue, and to remember to provide DEC Health and Safety with specifications and obtain Dubai Civil Defence approval. DEC is not responsible for the consequences of late submissions.

When proposing to use pyrotechnic devices, a Dubai Police-approved contractor is required. The contractor must provide detailed information relating to the specification and extent of the operation of the pyrotechnic equipment together with a Risk Assessment and Method Statement to the Venue Planner who will deliver it to the DEC Venue Infrastructure Health and Safety Department along with location, timing and dates of the proposed use.

Upon receipt of this information and where satisfied that a safe activity can be carried out by the contractor, a 'letter of no objection' from the Venue Infrastructure of DEC, requested through the Venue Planner, will be issued to the Dubai Police-approved pyrotechnics contractor. The contractor then takes the letter to the Dubai Police for approval. The Dubai Police will issue a letter of approval to the contractor if satisfied with the information received.

Following Police approval, an original copy of the approval letter must be sent to the Venue Planner who will forward it to the DEC Venue Infrastructure

Health and Safety Department. No hazardous or flammable material or equipment is allowed to be delivered or used at the venue until approval has been received by the venue.

Another example is the requirement by an exhibitor for a flammable gas supply. This supply will need to be provided from outside the building and installed by a Civil Defence-approved contractor. It will be subject to an inspection by Civil Defence following installation and before the opening of the event, at their discretion. Enquiries for gas supply must be made through the Venue Planner.

Organisers must seek engineering assistance in arranging this supply, through the Venue Planner, as a number of minimum standards exist relating to the installation. The organiser is usually charged for the provision of such a supply and the request for approval must be made in accordance with the timescales detailed in the DEC Organiser Manual, i.e. 2 weeks.

The provision of flammable materials and the use of hazardous equipment will be required to submit a Risk Assessment and Method Statement, if applicable. Likewise, there is a need of special attention and coordination by the organiser to ensure that timescales for approvals are met and to avoid disappointment. The organiser is responsible for advising the Venue Planner, who in turn will advise both DEC Engineering and the DEC Venue Infrastructure Health and Safety Department, in accordance with the timescales detailed in the DEC Organiser Manual, i.e. 2 weeks.

Decorative materials used for stand dressing must be flame proofed or purchased already treated by the appropriate chemical. Untreated wallpaper and similar thin surface finishes, not exceeding 1mm in thickness, may be accepted, provided they are firmly

fixed. Drapes, curtains, hangings, etc. must be inherently or durably flame-proofed. Otherwise they may be treated with a proprietary flame retardant. Test certificates must be available for inspection for any materials intended to be used. Fabrics used for interior stand decoration must be fixed taut and/or in

tight pleats (not loosely draped) to a solid backing, secured above floor level and not touching light fittings. Curtains on exit routes should hang 75mm clear of the floor, be parted in the centre and not conceal any exit signs.

Section 3 - Stand Design and Construction

3.1 General Requirements

Details of the stand arrangements must be provided to the Venue Planner in advance of the event, to the following timescale:

- 3 weeks prior to the start of build-up for single decker stands
- 4 weeks for double decker and triple decker stands. All designs must be approved and signed by a DEC Structural Engineer and Health and Safety.

Where a stand is included in the below criteria, full design details must be provided to the Venue Planner in sufficient time for a DEC Structural Engineer and Health and Safety to consider an approval.

To make sure that your exhibitors and contractors gather all of the required details for you to submit the stand designs, we have designed a form that we hope will assist you. The form is to be used for guidance only and all stands must be submitted through the planner portal or Venue Planner. You can find the Exhibition Stand Structure form in the Appendix of the Organiser Manual.

- Space-only stands
- Double-decker stands
- Unusual structures with potential to injure or deemed to be structurally unsafe

In order for the civil engineer to perform his task he will need clear detail of the stand design, including full structural design detail. Exhibitors should refer to the DEC Organiser Manual to clarify the requirements on 'provision of information'. Where designers have included raised platforms in excess of 300mm height

within the design, the structural detail of this should also be included in design submissions.

Consideration must be given, where structures are built externally, for the effect of wind and water loading. The company civil engineer reserves the right to prevent the building of stands which are considered in his/her opinion to be unsafe.

Structures attached to the halls' roof structure for support are not permitted. Stands/structures cannot be connected from the floor and ceiling, even if it is felt that this will add to the stability of the stand/structure.

Lighting structures, including those suspended from ceiling trusses, are permitted provided they do not exceed the allowable load of the structure and are subject to DEC approval. Such details must be submitted with the structural design detail when applicable.

Any enclosed conference or event area which is established with partial or continuous partitioning in the venue must comply with British Standard or NFPA Standards, in relation to fire. As an example, where a room is established by partitioning which is intended for 50 persons or more, it must have in excess of one fire exit and meet standards for angle of divergence.

Designers must seek to reduce risk where possible within their designs. This might extend to introducing ways of reducing work at a height or alternatively replacing highly hazardous products with less harmful substances. Designing in smaller sections can aid reduction in manual handling and reduce risk. The finishing of stand floor edges in metal strip sections is not encouraged as they often leave sharp splinters

and snags where they have not been finished correctly.

Plastic protection strips should be placed over corners or corners should be finished in a curved form or provide round edges (half-circle). Edging in general should also be curved, avoiding right angles, to avoid snags.

Where a raised display area is required, a non-slip gradient of less than 20 degrees is recommended and the finished colour should contrast with the floor or carpet colour. All stands must display the exhibitor's name as well as the stand number in a conspicuous place at all times. For reasons of visitor safety, all enclosed stands must provide suitable means of escape with illuminated escape route signs at all times and in accordance with NFPA 101 or internationally accepted fire standards.

Additionally, to support emergency evacuations, permanent escape route signage is in place in the halls. The signage is fixed on the ceiling and directs to the concourse fire exits.

3.2 Accessibility Arrangements

Where a stand is three metres in depth/width or greater, a DEC policy requirement exists to provide suitable access for wheelchairs. This is normally provided in the form of a built-in 1000mm wide ramp, with sides clearly defined, at not more than 1:12 gradient. Ramps in the walkway outside of the stand floor area are not permitted.

The DEC venue have been built with accessibility consideration. We ask that exhibitors and designers assist in maintaining reasonable access for people of determination. By people of determination we refer to a variety of conditions, not simply wheelchair access, that physically affect persons visiting and working at events.

Where a specific event will attract a significant number of people of determination, further consideration regarding the protection of the sides of stands will also be required where raised floors are created.

For further details, please refer to the DCCA Accessibility Code Standard that can be found in Appendix of DEC Organiser Manual.

3.3 Stand Area Limitations

The walkways around stand areas are not display space and must not be used for the display of signage and wares as it will prevent reasonable access for visitors and staff and may constitute a hazard under emergency conditions. All tables and chairs must stay within the stand area only. Fire exits, including signs, must not be blocked by exhibitor material and equipment. It is also a requirement to provide a 1-metre clear gap between the stands and the venue walls. Access to wall-mounted fire hoses, extinguishers and manual call points must also be maintained, and the storage of boxes and materials behind stands is not allowed. This is a requirement enforced by Dubai Civil Defence and DEC Health and Safety at the venue, and failure to comply may result in enforcement action by the DEC Venue Infrastructure Health and Safety Department.

A Dubai Civil Defence regulation requires maintaining a free and unobstructed aisle way inside the halls. Therefore, it is not allowed to have a bridging connection between two stands as this would cover and hamper the smooth passage of any responding equipment in case an emergency situation arises. This is to ensure a free and accessible aisle at all times.

3.4 Stand Design and Safe Construction

In order that a designed stand can be constructed safely, designers need to consider the way in which the stand will be erected, fitted and dismantled safely.

This is particularly important where persons constructing the stands will be working at a height of 2 metres or above and manual handling operations are necessary.

This also extends to the designer knowing the loading requirements of not only the structure, but also the client materials that will be mounted or displayed upon the structure. It is the designer's responsibility to ensure that the stand can be built safely and clear information on the client's requirements is established prior to the start of design.

Where design can eliminate or reduce the requirement for work at height it should be incorporated. Also, where specific construction sequences affect the safe erection of a structure it must be provided to the contractor by the designer. The modular or sectional production of construction elements which reduce the need for manual handling of heavy or oversized sections must also be a design consideration.

Where a stand requires propping during the safe construction of a stand, only suitable propping equipment and materials may be used for this purpose. The use of timbers or other materials, the loading properties of which are not known, will not be permitted.

Designers and contractors must note that stands are not permitted to be suspended from the roof structure. Trusses for audiovisual and lighting purposes only are permitted as well as lightweight banners, subject to approval (see also section 4.3 titled 'Banners and Advertising Signs'). Designers must also note that any doors or windows along walkway edges must open inwards for reasons of safety. The use of materials and drapes in the venue is limited to material which has been treated to be retardant to fire in accordance with NFPA 701 and other

internationally accepted standards. It is the organiser's responsibility to ensure that where drapes are introduced into any event, the lighted fire escape signage is maintained for emergency evacuation purposes and the detail of the signs is shown in the visual design drawings.

Double-decker Stands

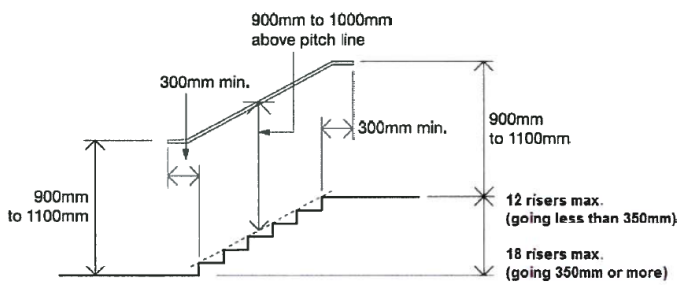
In addition to the comments in section 3.1 relating to provision of design information, including structural design detail, all double-decker stands must clearly indicate the maximum allowable number of persons on the upper deck at a conspicuous point, preferably close to the access point. It is the responsibility of the organiser to ensure that this figure is not exceeded and the egress point is sufficient. Furthermore, if there is a provision for a ceiling, the design for the ceiling must include the sprinkler system.

Exits from Double-decker Stands

The travel distance from any part of a double-decker stand to a staircase must be no greater than 12 metres. No fewer than two staircases, should be sited remotely from each other. If this condition is not met then the maximum capacity on the mezzanine level is 40 people.

Handrails for Stairs

A continuous handrail must be provided where there are three or more risers. Every flight of stairs must be provided with a handrail on each side. The handrail should be non-climbable and have a solid infill. Double-width staircases shall have a central handrail. The height of a handrail shall be measured vertically from the centre of the steps and landings to its upper surface and shall be a minimum of 900mm and a maximum of 1 metre. The balustrade should have a minimum height of 1.1 metre. Handrails shall be continued as necessary around landings and shall not project more than 100mm onto the required width of the staircase.



Stairs

Spiral staircases are not permitted.

Stairs shall be arranged in a straight flight without winders (e.g. tapered treads in an otherwise straight flight) and must have a regular rise and tread. They shall consist of a maximum of 18 risers. Stairs with more than 36 risers in consecutive flights shall have at least one change of direction. Staircases must be a minimum of 1 metre in width. Toe boards of a minimum height of 150mm are required on landings and around the top decks of a double-decker area.

Balustrade

Balustrades or barriers shall be provided to protect exposed edges of staircases, landings, balconies, galleries and other changes of level. They shall:

- Provide guarding to all exposed edges (balustrades), stairs and ramps.
- Be non-climbable, i.e. with solid infills or vertical guard rails a maximum of 100mm apart.

Section 4 - Contractors Working at the Venue

UAE Federal Law No. 8 requires each employer to provide appropriate safety measures to protect workers against hazards. It is the employer's duty to ensure that employees are competent and that non-employees who may be affected by the work activity are not put at risk.

4.1 Abrasive Wheels/Hotworks

Persons using abrasive wheels at the venue must be competent to operate and dress the wheel. Use of abrasive wheels will be subject to the requirements of section 4.17 of this document, relating to hot works. A Hot Works permit for the use of such equipment can be secured from the DEC Health and Safety Department at the venue. Appropriate personal protective equipment must be used to protect the operator and any persons in close proximity during abrasive wheel operations. The employer is legally required to provide this under Dubai Municipality law. See also section 4.23 of this document relating to personal protective equipment.

The use of abrasive wheels is not permitted in proximity to flammable gas installations or flammable liquids such as thinners at the venue.

4.2 Asbestos Materials

The use and uncontrolled release of asbestos products, in particular amosite (brown) and crocidolite (blue), is not permitted at the venue. Dubai Municipality Technical Guidelines apply with regards to the use of these products.

Asbestos products must not be brought into the venue without the prior permission of the DEC Health and Safety Team and any relevant government bodies.

Contractors involved in the removal or treatment of asbestos products must be suitably protected from harm, and it shall be the responsibility of the employer to ensure that measures are in place to provide sufficient protection. Occupational exposure levels in the form of threshold limit values and biological exposure indices must not be exceeded. Work with asbestos must be carried out only by approved specialist contractors with a corresponding Risk Assessment and Method Statement.

4.3 Banners and Advertising Signs

DXB Live is the sole provider of all top and primary rigging at the venue.

No Temporary event banners and signage are permitted in the concourse.

The erection of ceiling or roof-level banners in the halls must be carried out using a mobile elevated working platform, such as a genie boom or scissor lift, and be in compliance with the requirements for moving machineries. Personal protective equipment must be worn. A risk assessment and method statement may be requested by DEC.

Tower scaffolds will not be permitted for work at roof level within the venue because this contravenes manufacturers' recommendations for the equipment.

The requirement for a harness whilst operating the equipment is a mandatory company policy requirement at the venue. See also section 4.31 relating to work at height.

Any advertising signs must be constructed of robust material and suitable for the conditions under which they will be displayed.

Suspended Signage

The DEC Services Department will hang the banners and ensure that they are suspended safely. It is the contractor's responsibility to ensure that the banners are suitable for use and lifting points are rated with an appropriate safe working load.

Any signage rigged at the venue shall be in a complete state, fit for suspension and conform to the UK Lifting Operations and Lifting Equipment Regulations Code of Practice [ISBN 0717616282; HSE 1998].

All suppliers/installers of such signage shall bear full responsibility for the integrity and suspension fittings of signs due to be suspended at the venue.

Signs of timber or metal-framed construction may be rigged only if fitted with fully closed eye lifting rings, bolted preferably through the full depth of the sign, the capacity of which must be sufficient to completely support the load on any individual fitting. Screw-in eyes are not acceptable for this purpose, and the venue reserve the right to refuse or allow the suspension of any signage where the suspension fitting supplied is inadequate.

Use of eye bolts is allowed; however, they must be in accordance with the LOLER 1998 (Lifting Operations and Lifting Equipment Regulations 1998) Approved Code of Practice.

The following information must be marked on or relevant to the eyebolt:

- Identification mark
- Safe working load
- Quality marking
- Screw type thread

The eye bolt should not have more than 5%-10% wear, no deformation, no cracks and sharp nicks, and no modification such as welding, heating or bending.

If a person chooses to fabricate their own lifting eye, it has to be load tested and carry a valid test certificate to verify a safe working load.

The direction of pull will adjust the working load of the eye bolt. Examples: 45 degrees – 30% of rated working load; 90 degrees – 25% of rated working load.

Due to the flimsy nature of materials used, paper signs may only be suspended if constructed from compressed foam or a similar material approved by the venue.

Drop weighting to the bottom of banners may take place when the weighting is completely sealed within the banner by positive means such as stitching or vinyl welding and not simply glued, stapled or the equivalent.

All contractors must ensure that the suspension of signage is carried out in a safe manner; the venue reserve the right to request alterations of suspension fittings whenever considered necessary. Any additional cost incurred in such actions will be borne by the client or supplier of the signage.

Loading Pre-notification

Prior to approval, pre-notification to the DEC Venue Infrastructure Health and Safety Department is required for any system requiring the installation of any of the following items :

- Chain hoist or wire winch lifting equipment
- Truss systems
- Suspended platforms
- Lifting beams
- Drapes
- Catenary wires

If intent is to suspend any of the above listed items, pre-notification is required a minimum of 2 weeks prior to the start of the tenancy.

The venue require fully dimensioned plans giving precise locations of required suspension points including orientation within the halls and shall also be required to show accurate weight loadings to be imposed to each suspension point at the venue.

The venue reserve the right to restrict or refuse the suspension of any system for which such information is not available or to restrict or refuse the suspension of any system due to loading limitations or non-notifications of the intention to rig in the venue.

Catenary wires

Due to the potential structural damage that can be caused by catenary wire installation and also the potential hazardous nature of the installation and removal process, the installation of catenary wires in the venue is restricted to DXB Live or its nominated contractors, working under direct supervision from the relevant DEC venue employees. Such authorisation is subject to full design details and calculations being submitted for approval prior to installation and in line with the conditions for pre-notification.

Details submitted are required to demonstrate safe installation and removal procedures and to provide calculations and conclusions of adequacy of systems.

4.4 Competency of Operators

All persons operating plant vehicles and equipment must be competent to do so. This extends to operators of large powered vehicles to hand-operated tools.

A competent person can be best considered as someone who has the skills, knowledge, attitude, training and experience to perform a task safely.

Persons not working in a safe and competent manner will not be allowed to work in the premises and will be requested to be removed without notice, as permitted under UAE Federal Law No. 8 1980 article 120(d).

4.5 Compressed Air Supplies

Organisers requiring compressed air should contact the Venue Planner. All requests related to compressed air supplies must be sourced through DEC Utility Services as the provision of compressed air is a DEC-exclusive service. No one is allowed to bring their own machine into the venue.

If there is a need for a compressor to be located within the halls, DEC Utility Services must be consulted first to seek their approval and recommendations. In the event of a machine that has an internal compressor, DEC Health and Safety approval is required.

If an exhibitor/contractor needs to use a compressor that is attached to a machine (e.g. health care equipment) then they have to fill out the Submission Form for High Risk Equipment and Substance Approval (available in the DEC Organiser Manual) and submit it to the DEC Venue Infrastructure Health and Safety Department for their review and approval. Once approved and confirmed, the form should be printed out to serve as a gate pass for security access and Health and Safety monitoring inspection.

4.6 Contractor Responsibilities

All Contractors should be possession of a contractors badge to enter DEC. This is at a cost of AED20 including VAT.

Contractors must work in accordance with the rules and regulations of the venue at all times. Failure to meet these requirements, which are born out of Dubai Municipality legal requirements, may result in Dubai Police or Dubai Municipality Ministry of Health involvement and/or expulsion from the venue.

It is the duty of every contractor and subcontractor to comply with the Health and Safety Rules and Regulations enforced in the Emirate of Dubai. It is the condition of each contract that no contractor or subcontractor, for any part of the contract work, shall require any worker employed in the performance of the contract to work in surroundings or working conditions which are unsanitary, hazardous or dangerous to his or her health or safety.

All contractors must provide adequate supervision of their works whilst at the venue. This is a mandatory requirement and requires a supervisor to be onsite and available at the request of the venue at all times where issues relating to health and safety or other operational matters exist.

Contractors should also be aware of the requirements that exist in relation to the appointment of company safety officers or supervisors, the requirement to inform Dubai Municipality of such appointees, and the status of experience and qualification of these individuals. Further detail is available in the Code of Construction Safety Practice referred to in section 1.2 of this document. Contractors and employers also have accident prevention responsibilities under this 'code of practice' which should be understood and applied at the venue. These include advising employees in writing of exposure to risks within their work, instruction or training in the recognition and

avoidance of unsafe conditions towards the elimination of hazards and exposure to injury, and the formal notification of accidents to the authorities of the Municipality.

Persons taking or under suspicion of being under the influence of non-prescription drugs will be asked to leave the venue and may be subject to Dubai Police action. The influence of alcohol whilst working on the build-up or tear-down of stands and displays is not permitted, in accordance with the rules of construction sites in developed countries and local laws during non-licensed tenure hours.

Contractor health and safety performance is monitored at the venue and repeat offenders will be denied access, without recourse, to the venue if their track record is below standard.

4.7 Control of Subcontractors

Where works at the venue have been subcontracted to third parties, it is a requirement that the works are suitably supervised by a competent person. Where subcontracted work is of a poor health and safety standard, the contractor will be stopped. Enquiries will be made to ascertain who contracted the work and action taken to penalise the company concerned by restricting access to the venue for failing to check the competence of the subcontractor company, in accordance with performance monitoring.

All Contractors should be accredited to enter DEC.

A QR Code Temporary pass form, along with required documentation is required to apply for accreditation. It is the Organisers' responsibility to collate the information from all workforce and send to the DEC

Accreditation team. This must be submitted in a single zip folder at the early stages of the event planning stage and no later than 7 calendar days prior to the workforce's arrival onsite. Any workforce not accredited will not be permitted to access the venue.

4.8 Cradle Use by Contractors

Contractors using the cradle for high-level repair or maintenance work to the venue must be competent to operate the equipment safely and must seek permission before operating this equipment.

Work over public areas must be approved by the Health and Safety Team prior to work commencing to ensure that the activity can be carried out safely.

The use of personal protective equipment whilst within the cradle is mandatory and at no time must the operatives remove the protective equipment or exit the cradle basket whilst at a height of over 2 metres from a protected floor area or ground level.

A visual inspection of the equipment and personal protective equipment is required prior to work commencing, in accordance with internationally accepted practice. Any faults identified must immediately be reported to the DEC Health and Safety Department and the employee's supervisor, so repairs can be carried out prior to any further work activity.

4.9 Electrical and Utility Supplies

All electrical installations on stands, features, displays and exhibits must comply with the following legal requirements and guidelines:

Dubai Municipality Technical Guidelines and Associated Standards

Dubai Electricity and Water Authority Policies

DEC Engineering Department requirements

All installations must be constructed and maintained so as not to present a risk of danger. Equipment used by exhibitors and organisers shall also be maintained so as not to present any danger. All conductors in a system must be suitably covered by an insulating material to protect from danger. Each stand must have a means of isolating electrical supply in case of an emergency.

Where an installation is found to be unsatisfactory, the electrical supply will not be connected. The DEC engineer will advise the exhibitor or the exhibitor's electrical contractor of the required improvements. Power will be provided upon completion of the requirements to the satisfaction of the DEC electrician.

If, after initial inspection and energising of mains supplies, modifications or additions are made to the stand installations, these must be notified to the DEC electrical engineer for inspection and re-testing. Work must only be carried out with the power disabled – there must be no work on live electrical systems. Where work is carried out on dead systems, the contractor is responsible for ensuring that suitable precautions exist to prevent the system becoming electrically charged during the work. Electrical installations on stands shall be located so as to allow safe access and ease of termination in an emergency. They shall be adequately lit and provide sufficient working space for the work to be carried out safely.

Contractors must also maintain acceptable standards of electrical safety. All electrical connections must be made using suitable equipment. Wires must be attached to sockets using only a plug with a suitable fuse. Electrical equipment, including sockets, must be

in good order; damaged equipment will be removed from the venue.

Joints in electrical leads or cables must be made using a connection box and wrapped with electrical tape.

In case of fire which was caused by poor electrical connections or the use of substandard materials, the contractor shall be held liable and a fine of AED 10,000 would be imposed to the offending contractor.

Electrical Guidelines to the Contractor

- Maintain a height of 1200mm from the stand's floor level.
- The distribution board (DB) enclosure is to be equipped with ridged front cover/panel closed with four screws to hide cable/wiring and breaker termination points.
- Main cables feeder to DB and loads cables (load side) have to be contained with proper fire-rated containment for the passing and raising areas to avoid direct contact with the wooden stands (electrical conduits).
- The DBs should be equipped with correct front cover.
- All lighting and fan circuits shall generally be installed with maximum load per circuit within 2000 watts as per DEWA regulation.
- For socket outlets, a radial final sub-circuit may be installed to serve a maximum of five 13 amps as per DEWA regulation.
- All cables and wiring have to be in perfect condition (the size is to be determined as per connected loads).
- No lighting point and socket outlet circuit shall feed from the same breaker (MCB); it shall be a separated circuit.
- All termination points (lighting and power) are to be equipped with fire-rated material/ insulation and be contained in metal boxes; an exception is the decoration, which is subject to DEC approvals.
- DBs should be equipped with protection units (ELCBs/RCBOs) on each section as per DB's distribution standards (lighting circuits 100mA and power 30mA).
- All MCB/MCCB, RCBO, ELCB and protection breakers and contractors or any associated power items' rating and specification should be DEWA approved standards.
- Minimum MCB rating should be SP 10 amp for lighting circuits and SP 16 amp for power circuits.
- Surrounding of the stand DB should be 100% clean and free from debris and flammable material.
- The stand's DB should always be accessible to DEC staff members from the time of stand build-up till tear-down.
- Simple tagging and identification should be provided in order to fast-trace the faulty circuit.
- Recommendation: Fire extinguisher can be requested from the stand exhibitor
- It is the responsibility of the contractor to educate and inform their clients about the British Standards concerning the prescribed rules and regulations of DEWA which will be strictly monitored by DEC Events Team.
- Contractors or exhibitors must ensure that they do not use two-pin plugs instead of three-pin plugs, in order to maintain safety. Contractors are required to inform the exhibitors to maintain all plugs and power ratings as per the British Standards.
- Stand wiring should be neat, clean and safe.

- Excess cables and joints are to be covered with PVC trunkings.
 - DBs should be mounted/fixed on the stand.
 - All contractors are responsible to switch ON the power before the opening of the show and turn OFF the power at the stands after the show, as a part of energy conservation and for safety reasons.
 - Contractors should use properly insulated screwed connectors and boxes for the electrical joints.
 - Contractors should not work on live connections during exhibition/event open hours without prior permission from the organiser.
 - Wiring for socket outlet and lighting must be three core twin and earthed in a 1.5mm² cross-section at minimum. It should be housed in PVC, elastomeric or other plastic sheathing, depending on the load.
 - All metal-structure stands and electrical equipment need to be earthed in compliance with international standards.
 - All staff should wear their uniform, safety shoes and badges.
 - While energising the stand, a qualified electrician should be available to a DEC electrician. Before energising any stand, it is the contractor's task to verify and ensure that the DB or main power cable load is in compliance with DEC requirements.
 - An exhibitor/contractor requiring electrical supply during unspecified hours (other than those stated earlier) must submit an application 24 hours in advance to the Organiser's Office onsite, as such emergency supplies cannot be arranged at short notice and need a minimum 24 hours' prior notice.
 - Ensure all the cable connections are in safe condition and properly tight.
 - Contractor to provide electrical signage to prevent injury and ensure all staff and visitors are well aware of possible dangers and hazards ahead in certain situations and/or environments.
 - All electrical equipment (switches, sockets outlets, junction boxes, etc.) located outdoors shall be weather-proof type.
 - 13A switched socket outlets used for general purposes shall be installed at 45cm above the finished floor level; a 30cm minimum is also acceptable.
 - Transformers shall be fixed at a high level, inside storage (closed ceiling but has a louvered door and also open ceiling) to allow adequate ventilation and access for testing/fuse replacement.
 - All DBs shall not be lockable; DBs shall be easy to access and operate and no extra holes for DB enclosures.
- The contractor is responsible for the following connections:
- Connection from DEC main power supply cable to contractor stand's DB.
 - Connection of main water line to the exhibition stand sink.
 - Compressed air line to exhibitor's machine/equipment.

4.10 Equipment and Machinery at the Venue

All work equipment used at the venue must be safe to use and fit for the intended purpose of use. The equipment must be operated in a safe manner and in line with manufacturer's instructions. Work equipment must be maintained in good order and

should be regularly inspected and/or tested to ensure it is safe to use.

DEC reserves the right to physically remove any electrical equipment used at the venue which is damaged, in the interests of health and safety.

Equipment leased or owned by the venue for the maintenance of the infrastructure or exhibition support services is not to be used by unauthorised persons at the venue.

All work equipment must be clearly labelled with the name of the contractor at all times. Equipment left without approval at the venue will be removed and work equipment which does not carry the contractor name may be destroyed by the venue without recourse.

4.11 Fire Prevention and Emergency Safety

It is in the interests of everyone using the venue to act in a manner that reduces risk of fire within the complex; therefore a number of requirements have been established which will help reduce that risk. We remind contractors that the venue is a non-smoking environment at all times.

Contractors can assist in making the halls, exhibition and event areas safe by not blocking fire exits/routes and walkways with signs or materials. Furthermore, we do not allow the general storage of combustible goods behind stands within the halls as a clear 1-metre gap must be maintained between the stands and the venue to access wall-mounted firefighting equipment and electrical cupboards.

Contractors must not store thinners and industrial spirits other than in a sealed container and in small volumes, subject to DEC approval. Such substances

must not be stored in an unlabelled bottle that can be mistaken for drinking water.

Where permission is given by the DEC Venue Infrastructure Health and Safety Department for external cooking or heating using charcoals, fire gels and equivalent, they must not be placed in any skips until given suitable time to cool. It may not be sufficient to douse the material in water as it may continue to radiate heat, which can cause fire when mixed with other material.

Contractors are requested not to block walkways, fire exits, shutter doors and road routes during the build-up, operation and tear-down of events and exhibitions, inside and outside the halls. Should an accident or emergency arise, it may be necessary to utilise these routes to evacuate persons, including on wheeled stretchers.

Fire Rating of Materials

Materials used for the construction of exhibition/event stands, staging and event infrastructure should meet with international standards of material fire acceptability. Materials must be non-combustible and inherently non-flammable.

Materials should meet NFPA standards as a minimum. Equivalent standards include the German 'B' rating or British Standard 476 part 7 class 1 rating.

4.12 Equipment and Moving Machinery Operation

(Forklift, Boom Lift, Crane, etc.)

All equipment and moving machinery must be operated in a safe manner at the venue. Persons who operate machinery shall carry a competency card on their person at all times.

When requested to produce proofs of training the operator must cooperate and where evidence of training is not provided must stop using the equipment until evidence has been provided.

All equipment and moving machinery must have rollover protection installed as a part of the vehicle structure. The load carried must not exceed the manufacturer's recommendations, as printed on the manufacturer's plate on the vehicle. This also extends to the number of persons allowed on the truck.

Please take note of the following health and safety instructions to be adhered to when equipment and moving machinery (forklift, boom lift, crane, etc.) are in operation:

- No refuelling of any machinery/equipment while inside the halls, including service yards and loading docks.
- Reverse warning sound should always be ON while vehicle is in operation.
- Front and rear lights should always be ON while vehicle is in operation.
- Hazard beacon light should always be ON while vehicle is in operation.
- Equipment not maintained will not be allowed to enter the service yards/loading docks.

Equipment of this nature will be operated at a speed appropriate to the operating environment and with the equipment loading and the centre of gravity in mind, to avoid accidents and risk of overturning.

Moving machinery, as with all vehicles in confined areas, must be switched off when not in use and the key removed to prevent unauthorised persons using the equipment and excessive air pollution.

Under no circumstances shall persons be permitted to stand on the forks of the truck for use as elevated access equipment. Dual lifting operations involving the use of moving machinery are not permitted at the venue. Any large or loose loads must be strapped to ensure there is no risk of falling material.

Forklifts and similar moving machinery entering the service yard should be registered by Dubai Police. DEC security staff will check the plate number to ensure that it is registered.

Likewise, a valid third-party test certificate and 3 months' preventive maintenance record will be required.

After operation, all moving machinery must be parked at approved designated areas in the service yard.

All items of mobile plant must be capable of 360-degree vision or fitted with 360-degree visibility aids so that the driver can see a 1 m high object, 1 m from all sides of the vehicle. Curtains or cardboard that can restrict vision must not be installed.

Work Equipment

All equipment provided for work within the venue must be suitable and appropriate for the tasks required. The venue is a commercial environment and the use of 'domestic' quality equipment is not acceptable. Equipment must comply with the Provision and Use of Work Equipment Regulations (PUWER). All lifting equipment must comply with the Lifting Operations and Lifting Equipment Regulations (LOLER). The following are the minimum health and safety requirements in the use of work equipment, tools and the processes used in stand construction and breakdown. Risk assessments and method statements specific to the use of all the equipment mentioned

below shall be provided to the organiser so that their floor management team can monitor the activities.

Access Equipment

Access equipment includes scaffold towers and mobile elevating work platforms (MEWPS). Scaffolds must be built in accordance with the manufacturer's instructions and where the working platform is more than three times the minimum base dimension have outriggers fitted and used. MEWPS may be operated on the premises as long as they can be proven to have been inspected and tested for safety in the previous 6 months. The venue requires all operators working on MEWPS to wear head protection and body harnesses and be attached to the equipment by means of a short or adjustable lanyard designed for fall restraint not fall arrest. Powered access equipment must only be used by competent persons trained in the use of the equipment who can provide a valid licence or certificate to operate the equipment.

Working Platforms

All working platforms shall be protected by guardrails when at a height assessed to present a hazard. Mobile tower scaffold shall be constructed and used as identified by the manufacturer. Steps and ladders used as working platforms shall have flat treads and not round rungs to prevent damage to feet. Working platforms shall be identified in the assessment of equipment required under Work at Height Regulations.

Lifting Equipment

Lifting equipment includes forklift trucks, Genie hoists and winches, chain blocks and chain hoists, and all associated tackle, including shackles, wire rope, slings, rings and harnesses, and all safety attachments. All persons using such equipment shall be competent to do so and shall have undertaken an assessment to

select the appropriate equipment to be used. All equipment will be visibly marked as having been inspected and tested within the previous 6 months. Only official contractors appointed to an event may operate lifting equipment within the venue.

4.13 Guarding on Machinery

Where there is a risk to safety from moving parts on machinery and tools, whether provided for exhibition or work purposes, they must be suitably guarded to protect persons from injury.

Where guarding is not practical or possible, barriers must be installed by the exhibitor or organiser which prevents persons accessing dangerous areas. Suitable warning signage must also be provided.

4.14 Harnesses and Safety Belts

Harnesses and safety belts are to be used in any activity 2 metres above ground.

The requirements of Dubai Municipality Technical Guideline 20 relating to personal protective equipment, fall protection and safety lines apply at the venue at all times.

4.15 Hazardous Substances

Exhibitors who require the use of potentially harmful chemicals must advise the organiser in advance so that the venue can consider the risks involved in the use of such chemicals. All such material is not permitted into the venue until approval has been given in writing by the DEC Venue Infrastructure Health and Safety Department.

All chemicals approved for use at the venue must be stored safely and used so as not to cause harm to persons at the venue. Such chemicals must also be labelled in accordance with internationally accepted

substance symbols and chemical labelling in case of incident or emergency. The material safety data sheet must also be provided and retained at the stand location in case of an emergency.

Designers must try to eliminate hazardous substances during design or alternatively seek to replace hazardous substances with lower-hazard alternatives. Bottles utilised for carrying chemicals, for example thinners, in liquid form must be labelled so that persons cannot mistake the contents as drinkable liquid.

If in any case there is a need to use chemicals inside the venue, the exhibitor or contractor is to submit a COSHH (Control of Substance Hazardous to Health) assessment to the DEC Venue Infrastructure Health and Safety Department.

4.16 Hot Surfaces

The use of equipment or material within the venue that contain hot areas, such as cooking equipment, must be suitably protected to prevent risk of injury. Where surface or material temperatures cannot be reduced to a harmless level, a physical barrier must be provided to prevent persons making contact with the hot surface or material. Only food-based are permitted cooking equipment onsite and this is subject to DEC approval. No other events will be allowed outside catering to be brought into the venue.

Where lighting or similar hot equipment is used as part of a display or activity, it must be encased in a protective material that prevents burning if touched or located away from areas that are accessible. Stand designers need to consider hot lighting on walkways and in general as part of their design.

Where 'hot' equipment or material is in use it is essential that it is kept away from any combustible material to eliminate the hazard of fire.

4.17 Hot Works at the Venue

All welding, gas burning, brazing, grinding and other operations generating heat and sparks are not allowed to be carried out inside the halls.

Where welding, gas burning, brazing, grinding and other operations generating heat and sparks are carried out outside the halls, either during the build-up, operation or tear-down periods of an exhibition/event or as part of a demonstration, exhibitors and organisers must ensure that adequate precautions against damage to property or injury to persons by radiation, fire or hot metal are taken.

The organiser must advise DEC Venue Infrastructure in advance and secure approval of the nature of the work or demonstrations following the Guidelines for Permit to Work System and to obtain a hot work permit issued by DEC Venue Infrastructure. See Appendix E: Guidelines for Permit to Work System Hot Works Permit System

The organiser or contractor will be responsible for providing firefighting equipment and for surveillance where there is a fire hazard. The use of the DEC firefighting equipment will not be permitted.

4.18 Ladders and Stepladders

DEC requires a safe and sensible approach to the use of ladders and stepladders at the venue.

Stepladders

All stepladders must be suitably sized so that standing on the top two rungs is not necessary. It is not permitted to stand on the top rung of a stepladder, even when held stable by another person.

Ladders and stepladders must be in good working condition. Stepladders not maintained will not be permitted for use and may be removed without recourse. Home-made stepladders will not be permitted for use. Stepladders are designed for use by one person only. Multiple-person use is not permitted unless the stepladder is specially designed for such use. Stepladders should be used for access and should not have material stored on top which can alter the centre of gravity and create the hazard of falling objects.

Ladders

Ladders must be fixed firmly when in use. They should usually be tied or footed at the base by another person. Ladders should be used at an angle of 1 in 4 (75 degrees to the horizontal) to be suitably stable. Ladders should be used as a means of access rather than as a working platform. The ladder must not be damaged and must be maintained. Ladders in poor condition will not be permitted for use. Home-made ladders will not be permitted for use.

4.19 Lifting Operations

Lifting operations at DEC must be carried out in accordance with Dubai Municipality Technical Guidelines and Local Orders (www.dm.gov.ae).

Lifting operations or equipment includes the use of a crane, lifting equipment for supporting loads, gin wheels, work equipment operating under load, equipment used for raising of a load by persons at height, the suspension of structures or exhibition accessories, and general lifting accessories used in the operation of a work task.

All significant lifting must be planned by a competent person. The lifting operation must be suitably supervised by a competent person and carried out in a

safe manner. This will include not allowing persons to be underneath a suspended load at any time.

All lifting must be carried out using equipment with a sufficient capacity to safely withstand the loadings required of it and be of sufficient stability whilst under load to provide a safe environment. All lifts must also be carried out using equipment designed for lifting; use of rope, wire, cable or other similar products will not be permitted.

Lifting equipment used for lifting persons must be subject to regular test and inspection, the certificate for which must be made available upon reasonable request. New equipment less than '12 months' old is acceptable for use though may require proof in the form of a manufacturers certificate detailing the serial number of the accessory or equipment.

All safety features of lifting equipment must be in good working order whilst operated at the venue or work must be stopped until the faulty features are suitably repaired.

The positioning of lifting equipment and installation shall be suitably planned so as not to endanger persons working or visiting the venue. Where lifting equipment or support structures will be under a significant load during an exhibition/event or conference it should be advised to the organiser, who in turn will advise DEC for approval.

Where cranes are fitted with a safe load indicator it must be in operation at all times during work at the venue. Also, cranes must utilise outriggers for lifting operations; any half rigged lifting operations will require permission from DEC prior to the operation. There will be no dual lifting crane or lifting equipment operations under any circumstances.

Marking of Lifting Equipment

All equipment used for the purpose of lifting must be marked with relevant information that will be required to ensure safe operations. This may include:

- Safe working loads
- Serial numbers for identification
- Person numbers for which it is designed, where applicable

Examination and Inspection of Equipment

All lifting equipment must be regularly inspected to ensure that it is in good working order. This will include a test and inspection at least every 12 months and 6 months for accessories or person lifting operations.

In accordance with Dubai Municipality law, cranes, hoists, lifts, lifting appliances and gears, and forklifts shall be tested at least yearly by a competent person. Only technically qualified and experienced persons in companies approved by Dubai Central Laboratory Dubai Municipality shall examine, test and certify cranes and other lifting equipment within Dubai.

A certificate of safety after due examination and test will be issued by the competent person, giving detail of serial number, technical detail, tests done, and safe working load for each appliance or piece of equipment. A copy of this certificate must be presented to DEC Health and Safety Department prior to entry through the service yard gate.

Safe slinging techniques must also be adopted, per DEC. The slinging of loads in an unsafe manner or in a way that may damage equipment will not be permitted and work will be stopped where persons are not working in a safe manner. Any loose loads

must be subject to slinging with a net to prevent falling objects.

Where cranes are required to lift within the halls, certificates of test and inspection must be provided to DEC in advance, as well as a copy of the operator competency and training card. A weekly inspection of equipment and accessories is recommended, the results of which must be made available upon reasonable request.

Cranes manoeuvring at the venue must be accompanied by a competent banksman to ensure that persons in the vicinity of the equipment are not put in danger. Banksmen must adopt internationally accepted signalling codes.

Any damaged lifting equipment or accessories will not be permitted for use and may be removed by the DEC Health and Safety Department.

4.20 Maintenance of Equipment

Equipment and tools must be maintained in good working order. Any safety aids specifically designed into equipment must be functioning at all times.

Equipment not maintained to meet this requirement must be immediately taken out of service and repaired. Such a requirement includes mirrors, reversing sounders, seat belts, lighting, indicators, horns, signage, emergency stop controls and electrical equipment.

A log relating to the maintenance of equipment must be kept up to date and available for inspection when reasonably requested. Equipment accessories will also be considered to be a part of the work equipment and must also be in good condition. This will include any leads, hoses and general products used to maintain a piece of equipment.

4.21 Service Yard Operations

The service yard is under the operation and the responsibility of the DEC Venue and Security Departments in coordination with the organiser. Where the venue is subject to more than one event, a shared coordination shall be agreed and formalised prior to the events with the different organisers who are responsible for this agreement.

The instruction of the security team and venue management must be obeyed at all times. All users must abide by the speed limit of the service yard at all times, which is a maximum of 10km/h. All traffic control systems, signs and markings must also be obeyed whilst on the venue premises.

All users must be aware that vehicles and forklift trucks are active in this area and where dedicated pedestrian routes exist they must be used.

No vehicle may reverse in the service yard without the assistance of a competent banksman. Vehicles must not be left unattended at any time.

Seat belts, where fitted by the manufacturer, must be used by persons operating vehicles at the venue at all times. The use of mobile phones or equivalent whilst operating vehicles, trucks and some equipment is not permitted and may result in the persons being removed from the venue. Similarly, the use of personal music players during active service yard and hall operational times is not permitted for safety reasons.

Depending on the severity, DEC Security and Venue Infrastructure Health and Safety staff have the right to stop any contractor work if it is causing any hazards or breach of security.

4.22 Painting and Spraying Activities

Persons working on the decoration of stands and exhibits must do so in a safe manner. This includes the materials being used, the equipment used to apply materials and the means of access to the area of decoration.

Paints must be based on a non-harmful substance where practical, such as a water-based material. Lacquers, varnishes, thinners and similar material must be used under controlled conditions to eliminate fire or health hazards. Containers carrying flammable or hazardous material must be capped or closed to prevent spillage when not in immediate use. Dubai Municipality Technical Guideline 30 must be applied during all relevant work at the venue.

4.23 Personal Protective Equipment (PPE)

High-visibility vests are a mandatory requirement in all work areas at the venue. The only exception is dedicated pedestrian walkways and unrestricted public areas.

Use of hard hats is a mandatory requirement at the venue for persons working on the construction of exhibition stands or structures where overhead work is taking place or when a risk assessment dictates. Persons working on the build-up and tear-down within the halls will be required to wear footwear that protects the toes from injury. Persons with open-toe sandals will not be permitted to enter work areas.

Subject to the mandatory PPE requirements above, the use of personal protective equipment will be mandatory where there is a foreseeable risk of a requirement to prevent injury. Such PPE must include but not be limited to the following:

- A hard hat for protecting the head from injury
- Steel toe-cap shoes to protect the feet

- Gloves to protect hands and forearms
- High-visibility vests
- Dust masks to protect from breathing hazardous or irritable particles
- Eye protection
- Hearing protection
- Harnesses and safety belts
- Coveralls

This is not an exhaustive list of items and the duty to assess that the correct type of PPE is applied to a work situation shall be that of the employer. The standard adopted for personal protective equipment is in accordance with Dubai Municipality Technical Guidelines and local orders which apply in full at the venue.

Please make sure that you communicate to all exhibitors that will be onsite during the build-up and tear down that they must also wear PPE, safety shoes and high visibility jackets. Exhibitors wearing high heels, sandals or flip flops, will not be allowed inside the halls during build-up and tear-down. We would advise organisers to bring enough high visibility vests for your exhibitors, should they turn up without, as there are no facilities on site to purchase.

4.24 Rigging Operations at the Venue

DXB Live is the sole provider of all top and primary rigging points at the venue.

All rigging operations at the venue are subject to approval by the engineering team responsible for technical services. Any steel wires, shackles, web slings, chains or lifting appliances are classed as rigging accessories. DEC reserves the right to inspect all secondary rigging at the venue and may refuse the use of any rigging that does not conform to internationally accepted standards.

Truss Systems

All suspended truss systems should have an independent certification and should only be used with certificated design parameters. Particular attention should be paid to the assembly of truss sections to ensure braces are aligned correctly as per the manufacturer's recommendations and that all connectors are correctly fitted, tightened and complete, with any locking pins in place.

Slings

The slinging of suspended equipment shall be undertaken to the manufacturer's recommendations and in accordance with the code of practice for the safe use of lifting equipment. Only soft slings and plastic coated/protected steel slings will be permitted.

Secondary Safeties

A secondary safety is required on all electric hoists. DEC will provide the safety cable with the primary rigging.

Steel Wire Rope (SWR)

All SWR used for load suspension purposes shall comply with the current relevant European standards.

End loop termination for SWR assemblies shall only be assembled by means of hydraulic swag press ferrules or wire rope grips. Where wire rope grips are used to effect end termination, these shall be installed following the manufacturer's guidelines and to DIN standards. A minimum of three wire rope grips per termination will only be accepted. Wire rope grips shall not be used to join lengths of steel wire rope mid-span.

Organisers intending to use the roof to suspend trusses or equivalent must provide information to the Venue Planner in accordance with the timescales laid down in DEC Organiser Manual.

It is important to note that stands built for the purpose of exhibitions or events at the venue are not permitted to be suspended from the roof of the venue and must be ground supported.

The use of ground-mounted rigging equipment is encouraged as it reduces or eliminates the need for work at height. Where work at height above 2 metres is necessary, it is a legal requirement in Dubai for persons engaged in such work to be safe. This may include the use of a body harness by a trained and competent person. Such equipment must be subject to test and inspection in accordance with Dubai Municipality Technical Guidelines as a minimum. For further technical information, please contact the Venue Planner.

4.25 Scaffold Towers

The use of scaffold towers must be in accordance with the manufacturer's recommendations. Dubai Municipality rules do not allow employees to be exposed to falls of 2 metres or greater at any time in a construction environment.

Scaffold towers must be fully erected when in use, with a double handrail, sufficient working platform areas, a safe method of access and egress, and not exceeding a height 3.5 times the shortest width of the tower for internal use and 3 times externally. Outriggers must be used or stability achieved through an alternative safe means.

Use of fall arrest equipment, such as harnesses, shall only be for short-duration work where the full erection of the tower is not physically possible. Alternatives to manufactured harnesses are not permitted, including substitute harnesses made from rope, cable, wire, or similar products and materials.

Scaffold towers must not be moved whilst persons are situated on the tower. Towers must have wheels locked and level when in use. The tower must only be used for work and must not be used as a base for lifting operations unless suitable consideration has been given to this requirement in the design and assembly of the equipment.

Access to the working level of the tower must be in accordance with the manufacturer's recommendations. Usually access is internally in the tower and through the trapdoor in the working platform.

Accessing roof-level areas in the exhibition halls must only be with the use of a working platform or similar equipment which is safe to use. Only specifically manufactured equipment such as Genie booms and scissor lifts may be used in these high-level areas provided they are designed to reach hall roof-level heights. Scaffold towers are NOT permitted to work at roof-level height as this is not in accordance with manufacturers' recommendations for use.

Where a scaffold remains erected in one place for 7 days or longer it should be subject to a formal weekly inspection, carried out by a competent person and recorded for future reference by Dubai. Dual-purpose scaffold towers which act as a system scaffold as well as a tower scaffold that do not provide adequate edge protection will not be permitted in the halls.

4.26 Scaffolding – Erection and Use

Dubai Municipality rules do not allow employees to be exposed to falls of 2 metres or greater at any time whilst working in construction activities.

Persons involved in scaffolding work must be competent in the erection and design of scaffolding.

It is the employer's duty to ensure that the persons carrying out work are competent to do so and the manner of work is safe.

Scaffolding work must comply with the Dubai Municipality Code of Construction Safety Practice as mentioned in section 1.2, British Standards Institute BS EN 12811:2003 and BS EN 39:2001.

Scaffold erectors must adopt a working method that is safe to themselves and others. They must be protected from falls at all times where working above 2 metres. This can be through either handrails or harness use or a combination of both. Materials shall be stored and moved without risk to persons below and should be suitably signed to warn of overhead activities.

All scaffolds must be designed to withstand the required loading. When the scaffold is complete, a hand-over certificate, which gives details of the permissible loadings, must be presented to the organiser or exhibitor. Similarly, tying in of scaffolds must be as detailed in BS EN 12811, and permission will be needed where any attachment or physical change to the venue's structure is required for tying in purposes, including roof trusses.

4.27 Shell Scheme Stands

All shell scheme stands must be built to the approved layout drawing. The introduction of additional sections, such as end sections for aesthetic purposes is not permitted if it prevents access to firefighting and emergency-related equipment. The maximum height for the shell scheme is 2.50 metres only. For the build of a conference room, meeting room, press room, etc. with Octonom poles/panel wall, which are more than 2.50 metres high, a floor plan must be submitted to the Structural Engineer for initial approval and to the

DEC Venue Infrastructure Health and Safety Department.

4.28 Trolleys in the Concourse

The use of trolleys by contractors in the concourses is restricted in order to protect the marble flooring. The use of heavy-duty industrial trolleys (pallett trolley) is not permitted within the concourse. Any damage to the floor caused by contractor trolleys or equipment will be charged to the Organiser.

4.29 Vehicle Use at the Venue

All vehicles will have to be registered on the DMS (Delivery Management System).

Drivers must obey signage relating to health and safety; failure to follow instructions and signage may result in removal from the venue. This includes the use of seat belts, where fitted.

Drivers operating vehicles must be suitably licensed for the type of vehicle they use; this includes forklift trucks.

The operating of moving vehicles whilst using a mobile phone is not permitted and will be subject to disciplinary action. All reversing within the service yard by vehicles must be carried out with the use of a banksman unless the vehicle is fitted with a fully functioning reversing camera or the vehicle is a short wheel base forklift with clear rear visibility.

Vehicle operators requiring parking or offloading shall do so only in designated areas; the use of any other area is not permitted without authorisation. Operators violating the parking requirements may have their vehicles removed without notice. In order to assist in the control of the service yard the vehicle operator is required to provide contact details,

preferably a mobile telephone number, at the security cabin at the entrance to the service yard.

Vehicles must be maintained in good operating condition when at the venue. Vehicles with faulty components such as reversing lights or sounders, mirrors, and similar will be prevented from use and removed from the venue; this includes forklift trucks.

Forklifts and other mobile elevated working platform (MEWP) equipment are allowed to park temporarily in designated spaces allocated by the DEC Health and Safety Team.

The running of vehicles with combustible engines within the halls requires prior approval from the DEC Venue Infrastructure Health and Safety Department in the interest of clean air.

Any vehicle to be used (i.e. display, launching, promotion, etc.) for any event within the venue requires prior approval from the DEC Venue Infrastructure Health and Safety Department. The organiser should complete the Display Vehicle Arrival Schedule Form and return it to the Venue Planner at least 2 weeks prior to the start of the tenancy. The Venue Planner will pass the form to the DEC Venue Infrastructure Health and Safety Department for monitoring purposes.

Please take note of the following Venue Infrastructure instructions for all vehicles displayed at the venue:

- Fuel must be reduced to a minimum level (1/4) before entering the halls/concourse.
- Batteries should be disconnected with leads taped.

- All keys must be handed over to DEC Security after inspection by the Venue Infrastructure team

4.30 Welfare Facilities

Employers working at the venue must meet in full their legal requirements in respect of providing welfare for their employees who are working at the venue. Failure to meet legal requirements may result in enforcement action by Dubai Municipality.

Such welfare should include provision of drinking water and suitable seating, as examples. This is particularly important during build up and breakdown.

For further details please refer to the Worker Welfare Assurance Standards found in the Appendix section of DEC Organiser Manual.

4.31 Work at Height and Access Equipment

DEC accords with Dubai Municipality requirements for construction related work above 2 metres to be carried out without risk of injury. This requires that a safe place of work is provided by employers for any work above this height and a means of fall arrest, where such a safe environment is not practical to provide, that does not leave a fall exceeding 2 metres.

Where work at height can be eliminated, DEC encourages the assembly of structures at ground level prior to their being elevated to height. This could include decoration of structure or attaching of lights and speakers for rigging purposes. Also, the use of rigging processes that are self-erecting or self-supporting and not reliant on the building infrastructure is encouraged.

Where work at height cannot be avoided, the contractor is to erect and provide a fully boarded working platform. It must have a complete

component of top rail, mid rail, toe board, bracing, access ladder, secured and tied wooden planks, etc.

Where the hanging of banners and general roof-level work is an essential part of a display, it is required to be carried out using a mobile elevated work platform or similar powered access equipment. The use of scaffold towers at roof level is not permitted at the venue as it contravenes manufacturers' recommendations for use. For double-decker stands in exhibitions, it should be the contractor's priority to install the upper-level handrails, so as to protect workers engaged in finishing work at a high level.

General consideration is also welcomed into alternative forms of fall protection, where practical and safe to use, such as soft landing systems, inertia reels and safety nets.

Mobile Elevating Work Platforms

Persons using working platforms or equivalent must be harnessed to the equipment so that their fall is arrested in case of mechanical failure or loss of stability of the platform where foreseeable risk of such an event exists.

This equipment must be operated on firm, level ground, tyres must be properly inflated, outriggers must be extended (where applicable), equipment must have safety guard rails and toe boards, and there must be a system in place for recovery if the platform fails in an elevated position. Tools and any materials

must be safely stored so as not to present a falling objects hazard.

The equipment must not be operated near exposed electrical cabling or wiring, with the middle handrail acting as a foothold or with the knuckle of the arm extending into pedestrian traffic or vehicular routes. The working area must not be overloaded with materials or equipment where a risk of falling items is possible, and the equipment limitations for occupant number and weight loading is not to be exceeded.

The starter key to the equipment must be removed after use so as to prevent unauthorised access. A control system for the safe storage of keys would be advisable.

This equipment must be switched off when not in use. Any recharging of equipment will be done in a safe area, away from the public, and where leads are trailed from sockets, operators must ensure that they do not cause a trip hazard.

When operating this equipment in public areas of the venue, it is a requirement to suitably barrier off the work location and provide warning signs regarding work overhead. Where this equipment is moved around a public area it must be accompanied by a banksman at the front of the unit.

Only electrically powered equipment is permitted to work inside the venue.

Section 5 - Access and Admission to the Venue

5.1 Admission to the Halls during Build-up and Tear-down

Please refer to your Organisers Schedule for contractor access to the halls and ensure all contractors have been accredited before arriving onsite. DEC has a No badge, No Access Policy in place.

All Contractors should be in possession of a contractors badge to enter DEC.

A QR Code Temporary pass form, along with required documentation is required to apply for accreditation. It is the Organisers' responsibility to collate the information from all workforce and send to the DEC Accreditation team. This must be submitted in a single zip folder at the early stages of the event planning stage and no later than 7 calendar days prior to the workforce's arrival onsite. Any workforce not accredited will not be permitted to access the venue.

5.2 Access for Children and Young Persons

The organiser or tenant shall not issue passes for the build-up and tear-down periods to children under the age of 16. The Health and Safety and Security Departments have instructions not to allow anyone under the age of 16 years into the halls during these construction periods (build-up and tear-down) for safety reasons.

It is noteworthy that some trade and specialist exhibitions/events also discount operational-phase entry to persons under specific ages for commercial reasons.

5.3 Exhibitor Access to the Halls

Exhibitors accessing the halls must have an accredited exhibitor/volunteers/speakers badge from the Organiser to enter the hall during the open period. If access is required during build up the above will still apply. In addition, the Exhibitor will require a hi viz vest and closed shoes to enter the hall as it is consider still a area of construction.. Persons accessing will do so at their own risk.

Please make sure that you communicate to all exhibitors that will be onsite during the build-up and tear down that they must also wear PPE, safety shoes and high visibility jackets. Exhibitors wearing high heels, sandals or flip flops, will not be allowed inside the halls during build-up and tear-down. High visibility vests are available from the contractor badge point at level 22 next to the escalator.

5.4 Visitor Access to the Halls

Visitor access to the halls shall be via the public concourses. The halls are suitably signed to assist visitors in locating their event and entry points. The rules of the event organiser must be respected with regards to access arrangements. The halls have separate doors for pedestrian entry and exit which must be used accordingly, where applied. Entry points will be manned by a security officer and the instruction of the officers must be respected.

Visitors are NOT allowed to gain access inside the halls during the build-up and tear-down phases. All visitors entering an event areas must be in possession of a visitor, exhibitor, organiser, press or DEC employee badge or ticket to gain access to the halls.

The display of badges is also requested whilst within the halls.

5.5 Contractor Access during Exhibitions/Events

Contractors must only be in the halls during an exhibition/events when they have been asked to attend a stand that requires attendance due to an urgent or dangerous safety situation during the official opening times; otherwise all work must be carried out after visitor hours.

The moving of vehicles, including contractor vehicles such as forklifts and general plant vehicles, other than those given special approval or operated by Health and Safety staff, will not be allowed into any hall while that hall is open to the public.

5.6 Overnight Admissions to the Halls

Persons requiring access to the halls overnight during the event open days, must contact the organiser to seek permission for access. The halls are secured out of hours to maintain security, and organisers are

required to issue access passes for persons requiring out of hours' access and must inform their Venue Planner 3 hours before the close of the event.

5.7 Government Authority Access to the Halls

Organisers must ensure that their staff are suitably briefed on allowing Government Authority representatives into the halls for inspection purposes. Such representatives will include Dubai Civil Defence Officers, Dubai Police Officers and Dubai Municipality Officers in relation to relevant aspects of the event such as food safety inspectors.

Government Authority representatives must be in possession of an identity card as proof of their legitimate representation when requiring entry into the halls. Any doubts over the credibility of the representative should be communicated to the DEC Command Control Room and it will distribute the information to the concerned people.

Section 6 - Setting Up Your Stand

6.1 Storage and Unpacking of Stand Material

Exhibitors bringing material into the halls for display purposes must consider the storage arrangements for any spare materials or packaging. The shutter doors must be kept accessible at all times, free from any obstructions, including stand materials. This area includes the full width of the door and runs 6 metres inward depth. Similarly, the outside part is the full width of the door and runs 6 metres outward depth. Any delivery vehicles or transport are not permitted to park and unload in front of the shutter doors.

The rear of the stand and stage areas are designated utility areas and do not form part of the exhibition or sold space; the Civil Defence requirement is to keep a 1-metre clear gap between the stands and the walls and about a 4-metre clear gap between the stage and the wall. This area is only accessible by approved contractors and personnel employed by the venue. The storage of material behind or beneath the stand or stage is not permitted, as excess packaging can provide combustible material in the event of a fire. Likewise, a clearance of 1.50 metres between the bottom beam of the roof truss and the ceiling of the stand should be maintained. This is a requirement of the Dubai Civil Defence authority and failure to abide by their requirements may result in formal enforcement action.

The use of display stands and banner material must be strictly within the stand areas. The use of walkways for unapproved advertising displays and the placement of furniture are strictly forbidden. Persons utilising walkway space risk being fined by the Civil Defence authority as it is a breach of the fire codes applied at the venue.

6.2 Fire Prevention at the Venue

DEC has a variety of modern fire detection and firefighting systems, as well as established emergency procedures.

Hoses, extinguishers and break glass alarm points can be found at regular intervals along the walls of the exhibition halls and conference areas. Firefighting equipment may be used for small fires where persons are trained to use the equipment. Therefore, it is mandatory that fire points inside the halls and in the concourses not be blocked.

Should a fire emergency arise during an event, voice announcements will assist visitors and staff in determining what actions to take. If the evacuation announcement is made, everyone should exit the halls via the nearest fire exit and follow signage to the assembly point.

It is in the interests of everyone using the venue to act in a manner that reduces risk of fire within the complex; therefore a number of requirements have been established which will help reduce risk.

6.3 Smoking in the Venue

DEC venues are non-smoking – this is a legal requirement within Dubai. Designated smoking areas are provided outside the North and South Concourses. The smoking areas in the North and South service yards are available to contractors during build-up and tear-down. Failure to comply with this legal requirement may result in a fine.

Exhibition/event organisers are required to enforce this non-smoking requirement and suitably advertise

it within their welcome packs. Only designated smoking areas can be used.

6.4 Access to Firefighting Equipment

Exhibitors can assist in making the halls and exhibition/events areas safe by not blocking fire exits and routes with signs or products and maintaining clear access to fire hoses and cabinets which are situated in various areas of the halls, as required in 6.1 above.

6.5 Use and Display of Flammable Materials

Exhibitors must not store thinners and industrial spirits other than in a sealed tin and in small volumes, subject to DEC approval. Such substances must not be stored in an unlabelled bottle that can be mistaken for drinking water.

The display of products which have potential to harm or cause fire is strictly controlled at the venue and approval may be required by Dubai Municipality or Civil Defence in some cases. A Risk Assessment together with a Method Statement is required for the approval process. Enquiries must be made through the organiser.

Section 7 - Exhibitor Displays and General Exhibitor Activities

7.1 Aerial Displays and Acrobats

Any fixing to the permanent structure of the venue for acrobatic, aerial or other similar displays shall be subject to approval from the DEC Venue Infrastructure Health and Safety Department. The organiser is requested to provide details of the activity as well as specific location and potential load at least 2 weeks prior to the start of the tenancy. A Risk Assessment together with a Method Statement is required in the process of approval.

Aerial displays must not be suspended over public walkways or over persons in general. It is also a requirement for the area beneath the display to be clear of obstacles, so as to reduce risk to the acrobat should a failure occur.

Where such activities are planned for open exhibition/event areas, where they do not conflict with emergency routing, they should be walled off to prevent persons walking beneath the activity.

Persons performing such acts must use certified lifting equipment for the activity, be trained in its use, and have maintained regular test and inspection of the equipment in accordance with international standards, such as the Lifting Operations and Lifting Equipment Regulations 1998.

7.2 Alcohol Products and Medicinal Products

The influence of alcohol whilst working on the build-up or tear-down of stands and displays is not permitted, in accordance with the rules of construction sites in developed countries.

Where restrictions exist under law and local order, these will also be respected in this regard. Persons

taking or suspected of being under the influence of non-prescription drugs will be asked to leave the venue and may be subject to police action.

Alcohol products are subject to approval within Dubai and application should be made when alcohol products form a part of a display or social activity associated with the event at the venue. The organiser should contact the Venue Planner as early as possible and at least 15 days prior to build-up. The Venue Planner will send the request to DEC Security to obtain permission from Dubai Police. The approval process will take time and it is recommended that applications be made in accordance with the DEC Organiser Manual.

Exhibitors wishing to dispense medicines during events should ensure that they are suitably qualified and approved to do so. It will be the exhibitor's responsibility to ensure that the organiser is advised of any dispensing activities and that these and Dubai Municipality requirements are met.

The venue is not responsible for the effects of medicines, controlled products or medical procedures dispensed by exhibitors in the case of any resulting legal claim.

7.3 Animals at the Venue

The presence of animals is only allowed during animal-related shows. Where animals are present they shall be controlled so as not to be allowed to escape control, cause distress and danger to persons or other animals, or cause damage to the venue.

A clearance certificate from the Dubai Municipality Pet Animal Section is required for all animals intended

for display purposes. Similarly, it is required that the exhibitor acquire a health certificate from the Dubai Municipality to ensure that the animal is in good condition for display purposes and without any infections. Furthermore, animals without a cage or similar enclosure shall not be allowed to remain inside the hall overnight. They shall be brought outside the hall at the end of every exhibition day.

Where the use of animals is seen as an essential part of an event, the organiser must assess the hazards of introducing animals and a Risk Assessment together with a Method Statement is to be submitted to DEC Health and Safety for review and approval. Any incident, injury or claims resulting from the introduction of animals at the venue will not be the responsibility of the venue. The organiser accepts responsibility for their exhibitors and their own animals as soon as they enter DEC venue.

Service dogs are permitted within DEC.

7.4 Toy Safety

Toy use within the venue will be subject to local legal requirements and Dubai Municipality Technical Guideline 67 titled 'Toys Safety'.

7.5 Banners at the Venue

DXB Live is the sole provider of all top and primary rigging at the venue. DXB Live will hang the banners and ensure that they are suspended safely. It is the contractor's responsibility to ensure that the banners are suitable for use and lifting points are rated with an appropriate safe working load. The erection of ceiling or roof-level banners at the venue must be carried out using a mobile elevated working platform, such as a Genie boom or scissor lift and personal protective equipment must be worn. Tower scaffolds will not be permitted for work at roof level within the

venue as it contravenes manufacturers' recommendations for the equipment.

See also Section 4.3 titled "Banners and Advertising Signs" and Section 4.31 titled "Work at Height".

7.6 Broadcast and Media Equipment

In general cameras must be operated in a safe manner and not assembled or used in a way that may harm persons who may be underneath the equipment.

Cameras or similar boom-mounted equipment must have the space required around them for their operation so as to not obstruct the gangways and fire routes.

Cameras or equipment suspended from trusses or equivalent must be supported by at least one clamp and a safety wire.

The location of any broadcast vehicles must be agreed at least 2 weeks prior to the arrival of such equipment and their arrival coordinated to ensure an early arrival. Cables provided for the process of broadcast must not act as a potential trip hazard and must be suitably ramped when crossing walkways.

Noise levels during broadcasts must be given health consideration where employees will be subject to noise control levels in accordance with Dubai Municipality technical guidelines. Also, general noise levels in the venue must not be so excessive that the emergency announcements are not audible. It is the organiser's responsibility to ensure that a procedure is established to ensure that excess noise ceases at the onset of an emergency.

7.7 Candles in the Venue

The use of candles or similar flame equipment within the venue is not permitted without prior approval

from the DEC Venue Infrastructure Health and Safety Department. This requirement also extends to 'safety candles'. These requirements are enforced by Dubai Civil Defence. It is the organiser's responsibility to provide the following information to the venue at least 14 days prior to the intended use of candles or similar equipment.

- Show name
- Location
- Dates of intended use
- Sample/picture

It is a requirement that following an approval, the exhibitor must provide a suitable extinguisher and trained operators on the stand. Candles and similar flame equipment must not be left unattended at any time. DEC firefighting equipment must not be used for this purpose.

7.8 Civil Defense Approvals – Hazardous Substances

It is the organiser's responsibility to advise, at least 2 weeks prior to tenancy, where equipment, substances or processes may be a hazard at the venue.

All applications to Civil Defence for flammable gas requirements or pyrotechnic display material must be made through the Venue Planner in accordance with the timing requirements in the DEC Organiser Manual.

Exhibitors, organisers and contractors are required to submit complete details, specifications and drawings for items that require Civil Defence approvals.

See Section 2.7 for further information.

7.9 Crowd Management at Events

DEC requires organisers to give strong consideration for the management of large numbers of visitors to the venue.

The DEC Security Department ensures that arrangements and controls are in place so that persons are not put at risk by large crowds. Likewise, a competent person is responsible for visitors' arrangements at events. The management of large crowds must be carried out in accordance with internationally accepted standards and we would recommend the following publications to act as those standards:

- HSG195: Events Safety Guide [ISBN 0717624536, HSE:1999]
- HSG154: Managing Crowds Safety [ISBN 071761834X, HSE: 2000]

Consideration must be given to the hazards involved and a Risk Assessment must be made to ascertain the extent of that risk and reduce it to an acceptable level. Such consideration may include the following;

Allocated seating at events rather than 'first come, first served' arrangements which tend to encourage the urgency of access.

Early access to allow a stream of visitors rather than the holding of large numbers of persons at crowding points.

Checking arrangements for tickets and access stamps so as not to create secondary crowding points within venue.

Clear labelling of seating areas to allow the organised and speedy flow of persons away from access areas.

Police-type barriers are not allowed to be used in the concourses or inside the exhibition halls, etc. due to their sharp and pointed legs which may be a physical hazard if overturned, as per the standard stated at NFPA and DCD federal law.

Any barriers to be used at an internal event should have legs covered by rubber or a reflectorised sticker must be visible by anyone, to prevent physical injury if overturned.

Sufficient entry and exit points for the size of the expected crowd.

This is not intended to be an exhaustive list and much thorough consideration will be required, commensurate with the size of the event, including for large exhibitions, concerts and similar gatherings. A checklist exists in the appendices of this document which may assist organisers in applying suitable safety applications to large crowds at the venue.

7.10 Emissions in the Halls

Any exhibit or process which generates fumes or hazardous byproducts will require permission for use, depending on the circumstances of the equipment operations. A Risk Assessment together with a Method Statement are required prior to granting of permission.

Equipment running on energy sources such as petrol and diesel, which emit fumes into the halls, will not be allowed during the public opening times of the event. Such equipment will be required to be located outside the building. Combustible engines must only be started to allow movement on and off of stands or for access and egress from the halls.

Where vehicles are required in the halls, the batteries should be disconnected and the key should be handed over to DEC Security. Onsite, the exhibitor will be asked to sign an agreement form that will be kept with the keys by DEC Security.

7.11 Escalators: Safe Use at the Venue

A number of requirements exist at the venue to protect persons from accidents on escalators as follows:

- Children and elderly people must always be accompanied by an adult.
- Stand in the centre of the escalator; avoid standing against the sides or on the front edge.
- Always hold on to the handrail.
- Do not run up a descending escalator or vice versa.
- Do not hang over the handrail of the escalator.
- Hold on to any loose or long outfits; they may get stuck in between the steps.
- Do not pull luggage or carry trolleys on the steps.
- Do not place sharp or pointed objects on the escalators; they may injure other users.
- Do not sit on the escalator steps or ride the escalator without shoes.
- To stop the escalator, push the red cutoff button.

If you require assistance, please call DEC Command Control and state the escalator number.

If you require medical assistance, please call DEC Command Control.

7.12 External Displays and Signs

Outside signage is restricted at DEC. Permitted signage will need to be reviewed to ensure it is fit for purpose and structurally stable.

7.13 Fairground Equipment and Amusements

Safety

Tenants and organisers wishing to provide amusements of any sort for public entertainment must submit full details in advance, demonstrating that all relevant regulations and safety aspects have been or will be complied with and all necessary licenses have been obtained.

A Risk Assessment is required and must be submitted to the DEC Venue Infrastructure Health and Safety Department together with a Method Statement.

DEC requires working in accordance with internationally accepted practices and would recommend the following publication as a good guideline: HSG175: Fairgrounds and Amusement Parks: A Guide to Safe Practice [ISBN 071711744, HSE: 1977].

Copies of test and inspection certificates must be provided to the Venue Planner prior to the use of equipment at the venue. It is the responsibility of the equipment owners to ensure that the equipment is safe to operate and is operated in a safe manner by a competent person.

7.14 Electrical Fat Fryers at the Venue

The use of electrical fat fryers in the halls should be approved by DEC Venue Infrastructure Health and Safety Department 2 weeks prior to the start of the tenancy. The use of gas fat fryers are not permitted. The use of electrical fryers are only permitted for food-based events only and no other events will be allowed outside catering to be brought into the venue and this is subject to DEC & Expo approval.

A number of rules exist in relation to the use of fat fryers within the halls. The following list is not

exhaustive and acts as a good guide to the safe use of the equipment:

- Permission must be requested at least 10 working days prior to the start of tenancy.
- A fire blanket must be placed within easy reach of the cooking area in case of a fire.
- The person operating the equipment must have the required experience and skills to avoid any accidents. Caution must be given to the following: Avoid reaching over hot areas and storing cold liquids or drinks near items that are operating with hot oil, avoid overfilling the equipment with oil, only move the equipment when the oil has cooled down and avoid straining the oil whilst it's hot.
- Protective equipment/clothing is to be used at all times to avoid accidents.
- Stove surfaces are to remain clean to avoid grease flare-ups.
- Floor areas are to be kept clean to avoid anybody slipping on hot surfaces.
- Children are not permitted near any hot cooking areas.
- All equipment must be regularly maintained and kept in good working condition.
- Submit the Risk Assessment form along with the Method Statement to the DEC Venue Infrastructure Health and Safety Department for approval.
- The organiser is responsible for their exhibitors' usage of electric fat fryers.

DEC cannot be held accountable for any incidents, injuries or claims resulting from the use of electric fat fryers within the premises.

7.15 Flammable and Specialist Liquids or Gases

No flammable liquid or liquid petroleum gas shall be used within the venue without the prior written consent of the DEC Venue Infrastructure Health and Safety Department and approval of Dubai Civil Defense and Dubai Municipality – see section 2.7 of this document for important information.

Please note that LPG cylinders within the venue are subject to approval by Dubai Civil Defense. If the approval is granted, the cylinders must be placed outside the halls. The burning of charcoal or smoking fuels is not permitted within the venue.

If it is determined by the company or exhibitor that gas (including pressurised air) is an essential part of a particular event, then an application can be made to consider the option of piping from an external source or DEC in-house, which must be stored safely to open air.

Where bottles are provided for this use they must be stored in a cage with signage and LPG must not be mixed with oxygen bottles. The use of non-flammable specialist or rare gases such as argon, nitrogen and helium is permitted in the exhibition halls provided that information on the volume, storage and an assessment of risk are provided in advance for approval.

It is obligatory for the exhibitor to provide a fire extinguisher at their stand if a gas supply is provided or if a potentially hazardous material is introduced in the halls. If the exhibitor or the organiser fails to provide such equipment, DEC will provide the

required firefighting equipment and charge the cost to the organiser accordingly.

Compressed Gas Cylinders

Compressed gas cylinders shall be constructed in accordance with international standards in relation to colour identification of content. Vessels containing liquids or gases under pressure shall be fitted with safety valves of an approved type, and a certificate in respect of a recent pressure test of each vessel shall be available for inspection upon reasonable request. Cylinders must be stored in a bottle cage.

Storage of Hazardous Substances

Compressed gas cylinders or vessels containing liquids or gas under pressure should be stored in a safe manner. It will be the responsibility of the organiser to ensure that it is stored and used safely by obtaining health and safety approval for the location

The location of equipment must be clear of any fire exit, including any fire hoses.

It shall be the responsibility of the contractor that any equipment used to produce, supply or transfer gases (including air) is switched off and without risk at the close of daily exhibition/event activities, where a 24-hour requirement is not provided.

7.16 Glazing and Glass Use

The use of glass products at DEC shall be controlled so as to be used in a safe manner without risk to persons. Persons using glazing products must show great care to ensure that the products are constructed using a safe method and are safe for use when fixed.

All glazing used in the construction of stands must consist of safety glass (laminated or tempered), minimum 6mm thick. Areas of glazing within 800mm of floor level and over 0.5m², where the smaller

dimension of the pane is greater than 250mm, must conform to the thicknesses shown below (in order to comply with the 'Code of practice for safety related to human impact'.

Where full height glazing is used as a perimeter wall on a first or second floor, a bump rail should be fitted to prevent someone falling if the glazing is broken.

Nominal thickness	Maximum pane size
8mm	1100mm x 1100mm
10mm	2250mm x 2250mm
12mm	4500mm x 4500mm
15mm or thicker	No limits

It is the responsibility of the organiser to inform and ensure that all contractors or exhibitors are using safety glasses when glazing. Below are the specifications of safety glasses:

- 1 shatterproof glass: strong laminated glass designed not to shatter, made with a layer of clear plastic sandwiched between two glass sheets.
- Splinter-proof glass: glass that, if it breaks, forms rounded fragments rather than sharp splinters.
- Damaged glass and glazing products in exhibitions must be repaired so as not to be a hazard to persons in the halls or removed from the halls immediately.
- Where glazing is used as part of a stand or display at an exhibition, it must be identifiable as glazing where the stand or display is a continuous section. Risk to persons of walking into glass must be eliminated where there is a foreseeable risk.

This can be in the form of a reasonable-sized company sticker, etching or equivalent on the glazing.

7.17 Use of External Airspace

The External Airspace for Drones, skylights etc is under strict controls of the authorities, any requests must be made at least 2 weeks prior to the event with full details of the request.

Use of Sky Trackers (Non-Lasers)

The use of sky trackers is subject to approval by DEC.

The use of sky trackers as part of a demonstration shall require prior approval from the Dubai Civil Aviation Authority. The written request shall be made at least 2 week prior to the start of the tenancy. Any fees required by the Authority (DCAA) shall be shouldered by the exhibitor or the organiser. See the link below for the application of NOC.

<http://www.dcaa.gov.ae/en/Pages/skytrackers.aspx?sid=8>

After securing the NOC, the written request shall be forwarded to DEC Health and Safety together with the NOC mentioning the following details: technical specifications of the sky trackers, its quantity, and floor plan showing the location of the position of the sky trackers.

Use of Drones

DEC Venue Infrastructure Health and Safety will not give permission for drones to be freely flown within the venue. If they are a product on a stand and there is a need to demonstrate the drones, a netted area can be created (subject to approval) and the drones can be flown inside. Permission is required by DEC Venue Infrastructure Health and Safety and Security before flying can commence.

According to the DCAA, it is mandatory for any remotely piloted aircraft system (RPAS)/drone activity in the Emirate of Dubai to be registered for assessment and/or evaluation regarding possible airspace and/or protocol restrictions, with reference to height, location and other matters. See the link below.

<http://www.dcaa.gov.ae/en/Pages/RPASRegistration.aspx?sid=16>

DEC Security and Dubai Police will be informed and have the final decision on if the activity can take place.

7.18 Housekeeping and Discarding of Materials

Organisers must ensure that exhibitors and contractors comply with DWTC waste management guidelines and remove all waste from site as there are no facilities for you to dispose of your waste unless you rent a skip. Please speak to your Venue Planner if this is required.

DEC requires exhibitors and contractors to maintain clear and safe walkways around the halls during build-up, operation and tear-down in order that staff, contractor personnel and emergency equipment can move around the halls without unreasonable obstruction.

Stand material and equipment must be kept in a reasonably orderly arrangement and any material that are to be discarded must not be left lying around the floors to act as a fire, trip or slip hazard.

We would request that discarded material be bagged to enable safe and efficient removal. The organiser should remind exhibitors that the halls are a non-smoking area.

Any perishable or food products must be removed by the exhibitor and not left in the halls where they may become a hazard. These need to be disposed off in the organic waste skips.

All timber sections that are not contained within a dedicated area and where there is risk to persons from protruding nails must be denailed to eliminate this hazard. The organiser, exhibitors and contractors must take a responsible approach to the building up of combustible material in the halls.

Please refer to the RISE Guidelines for further details on sustainability.

Provision for Use of Carpet

The carpet to be used inside the exhibition halls shall have specifications regarding durability, resistance to stains, fading and matting. Carpets vary greatly in styles, colours, textures and stain resistance. Some carpets are specifically designed to withstand high levels of traffic.

During the installation process, it is essential to ensure double-glued seams attach the carpet to bare floor to prevent delamination and edge ravel. Installers should double-glue seams to prevent fuzzing. Stretch the carpet to minimise wrinkles.

The carpet supplier is required to submit the flammability results as well as the performance test results. It is recommended that no carpet be allowed to be installed in a public building or area unless the carpet has the appropriate test certification and proof of fire testing documents.

The UAE Ministry of Civil Defense has stringent rules regarding the installation of carpet in public areas. Only products and companies recognised by the DCD

will be certified to supply suitable carpet, underlay and adhesives.

A public area is deemed to be where 10 or more people congregate at any one time.

Installation of Carpet

The use of correct methods of installation, underlays and adhesives and use of professional and supervised mechanics are extremely important. The installer should have full knowledge and the installation materials stipulated for any particular project.

It is recommended that only European underlays that are fully tested and certified be considered.

As with carpet it is necessary to ensure that appropriate proof of testing has been carried out and that certification is readily available for confirmation.

Underlays should conform to the same tests as carpet, with the following certifications:

- BS 4790
- BS 6307
- ASTM E648

It is imperative that only recommended adhesives are used to adhere carpet and underlay. These are water-based adhesives and therefore non-flammable. Under no circumstances should petrochemical or PVA-based adhesives be used to install carpet in public or hospitality areas.

7.19 Improper Conduct

Persons using improper language whilst at the venue will be reminded that the use of insulting, rude or derogatory terms is not acceptable. If a person persists in using such language they will be asked to leave the venue.

Persons resorting to physical or verbal abuse will be asked to leave the venue and may be subject to police action. Where such behaviour is witnessed it should be reported to the organiser and to the Venue Planner.

If enquiries provide evidence of such behaviour, the person will be asked to leave the venue for a period commensurate to the gravity of the offence.

7.20 Moral and Ethical Standards

For reasons of taste and in accordance with international and local requirements, it is requested that all persons visiting or working at events respect the nature of local conduct whilst using the facilities of the venue.

Persons causing offence may be subject to removal from the premises or in more serious cases police arrest.

7.21 Noise Levels at the Venue

The limitations of noise levels at the venue must be in accordance with the Dubai Municipality legal requirements.

Limitations exist on the amount of noise that can be emitted from the venue into public areas and persons not meeting these requirements may be subject to a fine by Dubai Municipality.

Noise is the undesirable high sound which exceeds the allowable limits. Rules of Chapter 7 on noise protection of the Local Order No. 61/1999 shall be applied to noise levels at the venue.

Area	Allowable Limits for Noise Level (dBA)*	
	Day 07:00 - 20:00	Night 20:00 - 07:00
Residential areas with light traffic	40 – 50	30 - 40
Residential areas in Downtown	45 - 55	35 - 45
Residential areas including workshops and commercial businesses, or residential areas near the highways	50 - 60	40 - 50
Commercial areas and Downtown	55-65	45-55
Industrial areas (Heavy industry)	60-70	50-60
*dBA means decibels adjusted, used to determine sound exposure to humans		

Any excessive noise emitted within the venue must not be of a level that prevents visitors from hearing emergency announcements at the venue.

Where there is a potential for occupants within a hall not to hear emergency announcements, it is the organiser's responsibility to ensure that a robust procedure is in place to allow these messages to be heard.

Any excessive noise which forms a necessary part of a process or activity in an event at the venue must be advised 2 weeks in advance of the event so that suitable measures can be adopted to protect DEC staff from the potential harm from excessive noise.

See the following table, which indicates the maximum length of time a person can be exposed to various noise levels before harm is caused.

Sound Level dBA	Duration per day, hours
85	8 hours
87	6 hours
90	4 hours
92	3 hours
95	2 hours
97	1.5 hours
100	1 hour
102	45 minutes
105	30 minutes
107	22.5 minutes
110	15 minutes
115	7.5 minutes

7.22 Offensive Displays

When displaying wares, goods and advertising at the venue we would ask that respect be given to the local culture and avoid the use of images of exposed human bodies or parts. DEC reserves the right to request the withdrawal of any visual display that may be considered offensive or is subject to reasonable complaint.

7.23 Pyrotechnics, Smoke Machines and Specialist Equipment

The demonstration or use of pyrotechnics or laser beams must be conducted in such a manner as will prevent injury or danger to the public and risk of fire to the venue.

Pyrotechnics

It is important that reference is made to section 2.7 regarding approvals by Dubai Police and Civil Defense authorities. All pyrotechnic work will need to be carried out by a Dubai Police-approved contractor.

Smoke Machines

The use of smoke machines is subject to prior approval by the venue and the DEC Venue Infrastructure Health and Safety Department. Smoke machines can trigger smoke detection systems at the venue, and arrangements need to be made by venue engineering during the use of such equipment to prevent this.

Organisers must request permission for the use of such equipment at least 10 days prior to build-up. Failure to advise may result in use of the equipment being denied.

The venue requires information on the location of the intended use and the timing of the use so that detection equipment can be switched off or monitored. Where such monitoring is required, it may be necessary to ensure the attendance of a member of the DEC Venue Infrastructure Health and Safety staff, which will be charged accordingly. Furthermore, the inclusive timings for the use of smoke and haze machines must be mentioned in the Smoke and Haze Machine Schedule Form.

Lasers

Due to the large variation in pulse length, energy content and wavelength, the hazards associated with lasers vary widely. Three aspects of laser application may influence hazard evaluation and therefore influence control measures, these being:

- Capability of injuring persons, which may include burns or eye damage.
- The environment in which the laser is used.
- The persons operating the laser (if not computer controlled) and the persons who may be exposed.

The varying classes of lasers, under BS EN 60825 are as follows:

- Class 1: Safe under all viewing conditions.
- Class 2: Should be terminated at the end of its useful path, where practicable, and should not be aimed at persons.
- Class 3A: Competent persons to oversee use of equipment; areas of use should be controlled; avoid reflecting surfaces such as mirrors and lenses.
- Class 3B: Hazardous to the eye; assess risk to persons and consider physical barriers and personal protective equipment.

Only Class 1 and Class 2 lasers will be considered for approval by DEC Health and Safety.

Failure to advise may result in the equipment being used only as an unpowered static display item, where risks to persons are evident. A Risk Assessment is to be

submitted together with a Laser Arrival Schedule 2 weeks prior to the start of tenancy.

Furthermore, the following are required to meet Standards for Laser Safety:

- Presence of a competent Laser Safety Officer.
- Beam exit window height is greater than 2.70 metres.
- The person operating the laser machine is certified and competent.
- Laser area is marked and closed off.
- Sufficient laser warning signs are used.
- Emergency and key switch are on the control unit.

Radioactive Materials

Radioactive materials must not be brought into DEC without prior written permission by the DEC Venue Infrastructure Health and Safety Department, via the Venue Planner.

The exhibitor must provide details of the product to the Venue Planner at least 2 weeks prior to the start of the tenancy. These details will then be forwarded to DEC Health and Safety. Following due consideration, approval will either be given or denied. Radioactive goods will not be permitted at the venue until an approval has been received from the DEC Venue Infrastructure Health and Safety Department.

Where such materials are to be used, it is the organiser's responsibility to ensure that the material is controlled by competent persons. With such hazardous material, it is recommended that the organiser ensures that control measures, competent

persons and contingency plans are considered and provided in advance of the event.

Water Screen and Fountain Display

Fountain and water screen technical specifications must be provided for health and safety review and approval for display. Permission must be requested at least 10 working days prior to the start of the tenancy.

A Method Statement and Risk Assessment must be submitted for the use of a fountain and water screen.

Details of support for the fountain and water screen must be provided for health and safety review and approval.

Details of the supply of water and return drainage system must be coordinated with the DEC Engineering Department.

A schematic diagram for electrical connection, if any, must be provided.

Electrical wires must be unplugged when putting water inside the fountain or water screen.

The electric panel board must be put on a single power strip that can be unplugged or disconnected at any time if required.

The contractor/exhibitor will assume full responsibility for any unwanted circumstances related to the display of the fountain and/or water screen.

7.24 Stands in the Concourses

The North Concourse and South Concourse are public areas and cannot be used as additional exhibition or feature space unless DEC gives prior consent. If approval is granted from DEC to build any structure in one of the concourses, the Venue Planner will advise you of the applicable space charges.

Please also ensure that you are aware of the additional regulations below regarding building in the concourse:

- Stands in the concourses shall be in accordance with approved set-up areas only, as required by DEC. All areas where stands are built within concourses, whether in dedicated areas or otherwise, will be subject to approval by the DEC Venue and Venue Infrastructure Health and Safety Departments.
- Where stands are proposed for the concourse areas, they must be located within the approved stand build areas. Stands using only parts of these dedicated areas must be located so as to eliminate all trip hazards, for example situated immediately adjacent to or directly above a utility cover, with suitable engineering access arrangements in place. Electrical or similar cables will not be allowed to trail along public walkways in the concourses.
- Power supply is limited in the concourses (16 amps and 32 amps depending on the location) and therefore please contact your Venue Planner for further details before confirming a stand to an exhibitor.

Guidelines for exhibition/event stand fabrication / build in all DEC Concourses

These mandatory guidelines are designed to reduce the volume of dust, fumes and potentially hazardous conditions for all users of the facility.

These points relate to the erection of stands within the concourse and registration areas of DEC.

- Stands should be prefabricated off-site in workshops and transported to our site in a mostly complete state. This will reduce the need to undertake a major component of construction of the stand onsite and thus result in less plastering, sanding and painting within the venue. Dry sanding in the concourse is permitted only with an electric sander fitted with a vacuum bag. Hot Works are not allowed.
- Suitable protection should be placed on the footprint of the stand to prevent damage to the concourse marble flooring. Protection should also be used to house any materials whilst building or dismantling the stand. Any damages to the marble floor, will be charged back to the Organiser
- The height limit for stands in the concourses is 2.5m only and subject to health and safety approval. Double-deckers are not allowed. The floor loading in the concourses is 300kg/m² maximum, and over pits 200 kg/m². Stands must be plotted on the DEC Master Plan within the predefined build zones and must not, in any circumstance, impede the predefined 'keep clear' ways nor be built on either part of the keep-clear ways and linked by any structure.
- Only the assembly of the main components and the application of lettering and graphics are allowed onsite.
- Only minor touch-up painting will be permitted onsite.

- As stands will be visible from Level 1, a full 360-finish must be considered to be aesthetically pleasing from the upper level.
- Stands should be cordoned off during build-up and break-down.
- Special care should be taken when handling materials and tools to avoid any damage to the marble flooring. Any damages will be charged as assessed by DEC.

Organisers should communicate this to all their exhibitors and contractors through their information packs and exhibitor manuals. We suggest you actively monitor and enforce this policy with your exhibitors and contractors, as you, the organiser, need to take responsibility for the health and safety of your event in all stages, from build-up to tear-down, for all people involved in the event.

Non-compliance to this policy will mean that any breach that may occur will be stopped onsite and may impact the ability for the stand to continue construction and jeopardise participation in the event with no recourse to DEC.

Contractors and exhibitors found to breach these requirements will be recorded and may face a ban and not be permitted to operate within the venue for a period of time at the discretion of DEC.

Registration desks, event signage and structures should not obstruct DEC event calendar screens placed in the concourses or any advertising and branding areas.

Works in the concourse areas must be subject to suitable partitioning/proper barricade to protect persons in this public area of the venue, which is the

responsibility of the organiser. Works will be stopped if suitable separation is not in place. Adequate warning signage must be in place to warn people of the hazards at the entrances.

Specific permanent locations of stands in the concourse have been specified and agreed to by DEC Venue Management after approval from Civil Defence.

The dismantling of stands in concourse areas must be subject to consideration of the risk to persons within this area. Whilst the exhibition halls clear relatively quickly at the closing of an event, the concourses remain active for a longer period or on occasions have other events still open. This can result in delays to the breakdown in these areas to reduce the risk to people in this area. It is the organiser's responsibility to enforce this rule to the contractors.

7.25 Tents, Chalets and Marquees

Tents, chalets and marquees must be constructed in a safe manner and be of robust design so as not to endanger persons. These structures should be self-weighted and not in need of pegs to secure them. Material used in the construction of these structures should be fire retardant so as to be safe for users, in accordance with National Fire Protection Association (NFPA) requirements.

These structures must also comply with NFPA standards for fire escape and fire protection purposes and may require a built-in fire alarm system as part of the design. These enclosures are to be designated non-smoking areas and an initial approval for one of these structures is to be secured from Dubai Civil Defence prior to its installation.

7.26 Vehicles and Static Equipment in the Halls and Concourses

Motor Vehicles at the Venue: Provision of Information

Notice of all motor vehicles requiring access to the venue for participation in events must be submitted to the Venue Planner at least 10 days prior to build-up. All vehicle arrivals and access must be pre-approved by the DEC Venue Infrastructure Health and Safety Department.

The following information should be provided using the Display Vehicle Arrival Schedule form:

- Name of event
- Date and approximate time of arrival
- Vehicle type and number plate
- Contact name and number (usually the driver)
- Requirements for Static Display of Vehicles

The following requirements exist for vehicles entering the venue for static display purpose:

Petrol-fuelled vehicles and equipment must contain a maximum of one-quarter tank of fuel when entering the buildings or where parked within 3 metres of the building, whether temporary or otherwise.

Diesel vehicles are not subject to this requirement; however, where possible, fuel levels must be reduced to a minimum in vehicle fuel tanks and equipment must be sealed with a lockable fuel cap.

Batteries should be disconnected and keys or equivalent starting device must be handed over to security staff after inspection.

General Notes for Organisers and Exhibitors

Please take note of the following during the open hours of the event:

Combustion engines are not permitted to be run at any time during the event.

It is advisable to use a drip tray where there is a risk of damage to the venue floor. Damage identified during the dilapidation survey will be charged accordingly.

The refuelling or transfer of any fuels is not permitted at the venue.

Transportation Vehicle Use within the Venue

The use of any vehicles within the venue to move from one area to another is subject to strict pre-approval by the DEC Venue Infrastructure Health and Safety Department. This includes motor scooters, scooters, bicycles, motor bikes, golf buggies and similar vehicles.

Skateboarding and leisure vehicles are not permitted for use in internal and external locations without permission.

Static Equipment within the Venue

Notice of the machine specifications of heavy machinery intended for static display inside the halls must be submitted 7 days prior to build-up. Such specifications shall include but not be limited to weight, height, width and length.

Golf Buggies

Where an approval has been granted to use golf buggies or equivalent transportation devices, including use during wedding activities, a number of requirements exist.

The speed of the vehicle must be restricted to 10km/h maximum and must be operated at walking pace, with

lights on and the noise warning sounder active. The operator must have a valid driving license and be an experienced driver.

A driver briefing must take place prior to the use of the vehicle by the protocol and security department relating to these requirements.

There shall be no overloading of the vehicle or unsafe practices such as risking clothing becoming entangled in the wheels.

There must be suitable warning signage in the area of use.

Do a suitable check of the vehicle prior to use to ensure all health and safety and required features are functioning correctly.

Vehicles not in good working order must be taken out of use and repaired immediately.

7.27 Water Butts, Water Systems and Legionellosis

Exhibitors proposing to have water displays involving water tanks or butts must ensure that the tanks are suitably constructed so as not to leak. The choice of material must be considered to ensure that water cannot leak into areas of the hall which carry electrical services, such as the utility ducts.

Exhibitors must provide detail of the tank or butt design to the Venue Planner so that approval can be given by DEC.

It is the exhibitor's responsibility to ensure that the design is produced by a competent person and is safe.

Exhibitors bringing equipment, which either stores water or emits water in spray or small droplet form, must comply with internationally accepted standards relating to the control and prevention of legionellosis

bacteria. Evidence must be provided to the organiser, and be available to the venue upon request, that measures have been taken to eliminate harmful water-borne bacteria such as legionellosis. Exhibitors must adhere to the Dubai Municipality Guidelines set forth about legionellosis bacteria.

Necessary cleaning and disinfection of the water system should be carried out by a competent person or company that can issue a certificate as proof. Where evidence is not provided, the exhibitor will be required to use the equipment as a 'static display' only. The full requirements of the L8 approvals code of practice and guidance document published by the Health and Safety Executive UK (ISBN 07176 17726) will apply at the venue.

7.28 Yola Activities

Organisers intending to undertake 'Yola' activities should ensure that they are conducted with minimal risk to participants and the public.

Yola should only be conducted in dedicated areas with adequate space and consideration for risk of injury from poorly controlled activity. This activity is not allowed in public areas as previous incidents have led to injury and damage to the building.

7.29 Robot and Robotic Machinery

This section is intended for large-scale robots, social humanoid robots, robotic machinery and industrial/commercial robots.

Please complete the Robot and Robotic Machinery Form at least 2 weeks prior to the start of the tenancy. It must mention the robot's functions, such as whether it is for a service like a teller machine in a bank, it displays human emotions or it operates

certain activities. Also, it must state its role, such as for information, entertainment or human interface.

During the build-up, how will the robot/robotic machine be brought in and unloaded in the hall? Is the unloading process done manually or with the aid of lifting machinery? Also mention how the robot or the robotic machine is to be powered up. Will there be charging devices or a mechanism attached to it? Submit a Risk Assessment highlighting the possible hazards and the control measures to mitigate the risks, if any.

Section 8 - Weddings at the Venue

8.0 General Information for Clients

In the interest of fire prevention at the venue, DEC has established some minimum standards for the use of equipment which may be hazardous at weddings, such as candles.

8.1 Use of Candles

The use of candles or equipment that uses naked flames at the venue is controlled and an approval process exists involving health and safety.

Wedding organisers are required to provide details of the candles and table layout, indicating any combustible materials that may be near the candles.

The use of tall candles which have the ability to fall over is restricted and evidence of the fixture arrangements for all candles is required.

Physical samples must be submitted to the DEC Venue Infrastructure Health and Safety office at least 2 weeks prior to the start of the tenancy.

8.2 Use of Drapes

The use of drapes in the venue is limited to material which is fire retardant, in accordance with NFPA 701.

A Drapes Test Certificate duly approved and signed by Civil Defence must be submitted to the DEC Venue Infrastructure Health and Safety Department.

It is the organiser's responsibility to ensure that where drapes are introduced into any event, fire escape

signage is maintained or introduced for emergency evacuation purposes. Additionally, signs relating to no smoking, fire points and toilet facility locations must also be included in the drape arrangement.

For further information, please contact the DEC Venue Infrastructure Health and Safety Department.

8.3 Construction of Stages

DEC recommends that where stages are erected inside the halls, a gap of 2 metres must be left between the stage and the wall and this area must be clear of obstruction during the event.

It is a mandatory requirement to have a ramp to all stages for the purpose of people of determination.

Several rules and regulations in this document apply to wedding activities at all times, including the storage of combustible material behind stages in section 6, construction of the stage in sections 3 and 4, electrical safety in section 4, and use of vehicles in the venue in section 7.26.

8.4 Wedding Floor Plan

The contractor is required to provide the floor plan of the event using the DEC Master Floor Plan showing the layout of tables, chairs and stage, etc.

Appendix A - Equipment Checklist

A. Moving Machinery

(Crane, Forklift, Boom Lift, MEWP, etc.)

- Third-party test certificate
- Competent operator valid driving license
- Operator training certificate
- Preventive maintenance records (3 months)
- Lifting tackles test certificate (if applicable)
- Banksman detail and certificate
- Driver should wear harness

B. Power Tools and Hand-Held Tools

- Preventive maintenance records
- Equipment specifications/manufacture's manual
- Operator training certificate (if applicable)

C. Welding Machines

- Preventive maintenance records
- Equipment specifications/manufacture's manual
- Welder competency certificate
- Power cord and cables details

When the full requirements listed above are met, the DEC Venue Infrastructure Health and Safety Department shall issue a sticker, with a validity date, to be pasted on the equipment.

Appendix B - Flowchart of Procedures

Communication

- Is the information you will provide to visitors adequate?
- Is the information you will provide to employees and others involved in the event, including emergency services, adequate?
- Have you established clear lines of communication with visitors and others involved with the event?
- How could the layout of the venue affect safety and what assistance could you provide for people to find their way about?
- What directions, advice, warning or other general information will people need?
- Where, and at what stage of the visit, will people need the information or assistance?
- In what form should the information be presented?

Putting Precautions in Place

- Are staffing levels, including those for stewards, adequate?
- Are staff competent and adequately trained for the event?

Managing Crowds

- Are arrangements in place to monitor the event so as to proactively detect and deal with any potential problems?
- Are there sufficient staff to be able to reliably monitor all areas where there are potential crowding problems?
- Are there suitable vantage points available to enable staff on location to monitor all areas effectively?
- Can information collected in a local area of the venue be relayed in an accurate and reliable manner to a central location or control point for control and coordination purposes?

- If a crowding incident occurred, how would you get to know about it so that you could deal with the incident itself and prevent its escalation or recurrence?
- Can staff at the control point quickly alert other staff to a potential problem?

Presence of Hazardous Items and Substances

- Have structures, such as temporary stands and the stage been inspected by a competent person to ensure against collapse?
- Has the position of structures been checked prior to the activity to ensure that they do not restrict access routes?
- Are any fireworks to be used stored safely and are adequate procedures in place for their safe use? Has approval been given for the use of such material or equipment?
- Are adequate precautions in place to prevent visitors from being struck by vehicles in and around the area of the event?
- Has the effect on crowd safety of any special effects (e.g. lasers, dry ice, etc.) been adequately addressed?
- Has equipment installed to ensure effective crowd movement (e.g. escalators, turnstiles, ticket machines, etc.) been adequately maintained?
- Are the risks associated with substances hazardous to health (e.g. fumes from generators) adequately controlled?
- Have sources of fire been adequately dealt with, for example, hot food stalls, LPG cylinders on stalls and in caravans, petrol generators, smoking, and lighting of fires by visitors?

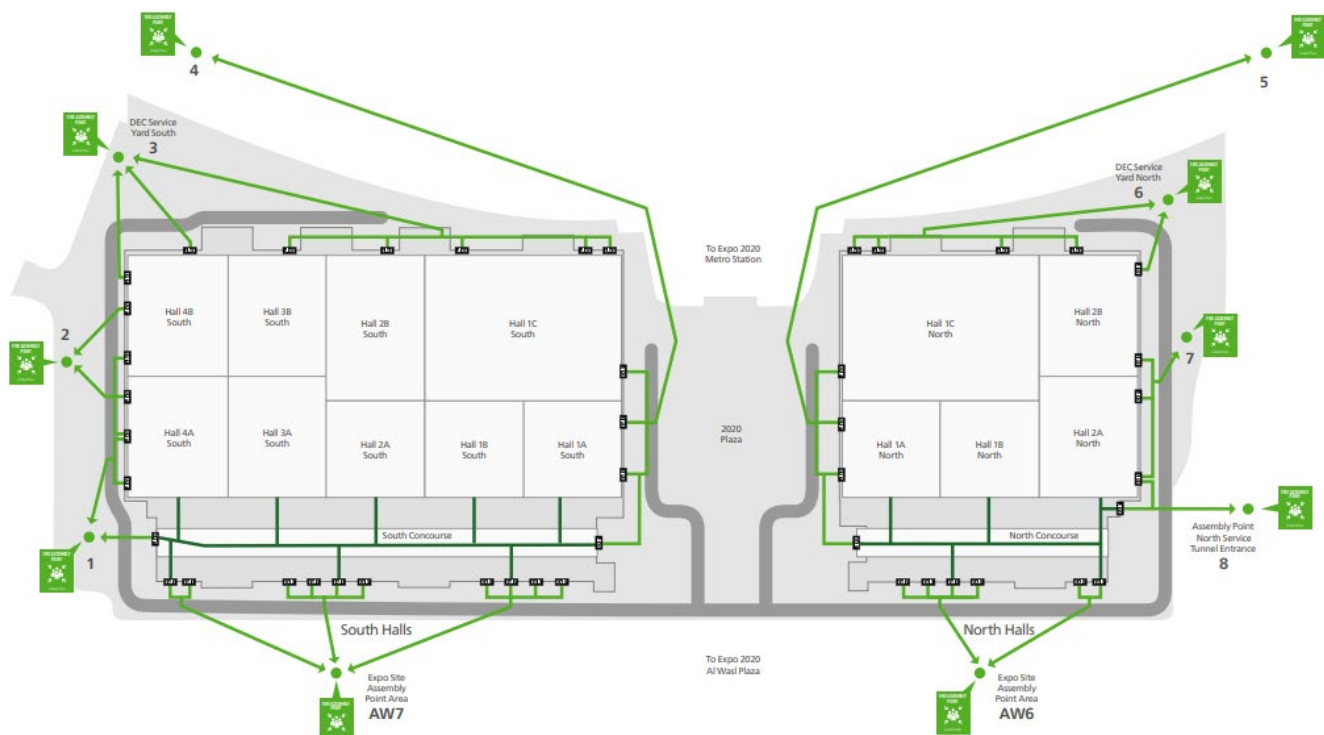
Appendix C - Emergency Evacuation Procedures

In case of an emergency please dial one of the following Dubai Exhibition Center (DEC) numbers which put you through to Emergency Command Control:

- +971 4 821 1200
- +971 4 821 1255
- Alternatively, an emergency alarm can be raised through any security guard or by dialing 999.

Evacuation Plan

DEC Assembly Points



Appendix D - Submission Form for High-Risk Equipment and Substance Approvals

- Display Vehicle/Equipment Arrival Schedule
- Laser Schedule
- Smoke and Haze Schedule
- Compressed Gas Schedule
- Pyrotechnics Schedule
- Aquarium Schedule
- Candle/Flame Schedule
- Fountain and Water Screen Schedule
- Animal Schedule
- Electrical Fat Fryer Schedule (for food-related events only)
- Robots and Robotic Machinery Schedule

The above forms must be completed as and when applicable and returned to DEC at least 2 weeks prior to the start of the tenancy.

Appendix E - Guidelines for Permit to Work System

Hot Works Permit System General Requirements

- DEC venue is a non-smoking – this is a legal requirement within Dubai. Smoking is permitted outside the building only, in the designated smoking areas. Failure to comply with this legal requirement may result in a fine.
- Any hot works, welding, gas burning, brazing, grinding or other operations generating heat and sparks must ensure that adequate precautions are in place against damage to property or injury to persons.
- Harness and safety belts are to be used in any activities occurring above 2 metres.
- Do not block fire exits/routes, aisles, corridors, staircases and walkways with any materials or equipment. Temporary storage is not allowed in these areas.
- All the equipment and moving machinery must be operated in a safe manner at the complex. Persons who operate machinery shall carry a competency card on their person at all times.
- Gas cylinders must be placed in ventilated areas away from sunlight, with appropriate signs and a nearby fire point.
- Materials must be stacked in a safe and orderly physical arrangement. Appropriate fire extinguishers must be in place.
- Walkways, aisles and flooring must be free from any tripping, slipping and sliding hazards.
- At the service yard, the maximum speed limit of 15km/h exists for all vehicles.
- The use of personal protective equipment (PPE) will be mandatory where there is a foreseeable risk of a requirement to prevent injury. Full requirements of

PPE are in accordance with Dubai Municipality Code of Construction Safety Practice, Chapter 4.

Specific Requirements

A. Hot Works

All welding, gas burning, brazing, grinding and other operations generating heat and sparks are not allowed to be carried out inside the halls and buildings. Where welding, gas burning, brazing, grinding and other operations generating heat and sparks occur outside the halls, buildings or offices, ensure that adequate precautions against damage to property or injury to persons by radiation, fire or hot metal are taken. The department supervisor or the person acting in that capacity must advise DEC Health and Safety in advance and secure approval of the nature of the work and to obtain a Hot Works Permit issued by DEC Health and Safety. The immediate supervisor will be responsible for providing firefighting equipment and for surveillance where there is a fire hazard.

B. Procedures

Request to undertake hot works must be sent to DEC Venue Infrastructure Health and Safety 24 hours before the works are to begin.

The contractor supervisor/department supervisor must come to the Venue Infrastructure Health and Safety office to secure the Hot Works Permit.

The supervisor is required to present his official ID (Emirates ID) to claim the original copy of the permit.

- The permit is valid for only one day within the specified time written on the permit.
- Health and Safety staff together with the supervisor will visit the site and inspect the surrounding areas and check if the following have been provided: fire extinguisher, fire blanket, fire watcher and barricade.
- The original permit will be posted within the area and be visible.
- At the completion of the activity, the supervisor will return the permit for cancellation at the Safety office and claim his ID.
- Health and Safety staff will double-check the area as per the guidelines.

- All hot work, welding, grinding, etc. to be done off-site wherever possible. Onsite only by prior arrangement and approval by the DEC Venue Infrastructure Health and Safety Department. This also applies to furniture polishing and paint spraying.
- If hot work is approved, the contractor is to secure a Hot Work Permit from the Venue Infrastructure Health and Safety office between 08.00hrs-17.00hrs only. Permit is valid for one day only. No hot works are allowed at night.
- The requirement to comply with all the control measures detailed on the Hot Work Permit and inspections of Hot work activities will be subject to HSE checks.

C. Commencement of Building Work Permit

Content will be published soon.

Appendix F - Guidelines for Accessing Trench Covers

Content will be published soon.

Appendix G – Guidelines for Stage and Seating Arrangements

General Requirements

- The 4-metre gap requirements are mandatory whenever there is a backdrop design made of wood or drapes.
- In the design, there will be back supports, bracing and perpendiculars that require space behind. The higher the stage design, the more it occupies the space behind.
- From a safety perspective, in case of an unfortunate accident behind the stage, say a fire, the response would be hampered by these obstructions.
- In some cases, behind the stage there are engineering services and utilities that need to be accessed in case of emergency.
- For a 2-metre gap (clear distance from back of stage to fixed wall structure):
- The 2-metre gap might be acceptable provided there is only a stage and no backdrop design.
- The gap in between is visible and accessible.
- No services will be covered.
- In case of a movable screen, not the hanging type, the tripod leg supports will be placed on the stage and not on the flooring of the 2-metre gap space.
- Definitely no storage of any kind beneath the stage and behind any backdrop design.
- The perimeter of the stage should be highlighted in a contrasting colour to the surrounding floor/carpet.
- Rear stair access should be fitted with handrails.
- People of determination should be considered when building the stage.
- Safe distances should be in place when using pyros, sparklers, confetti cannons, flame jets, smoke or haze on stage. Props, furniture, etc. may be required to be treated with a fire retardant spray.

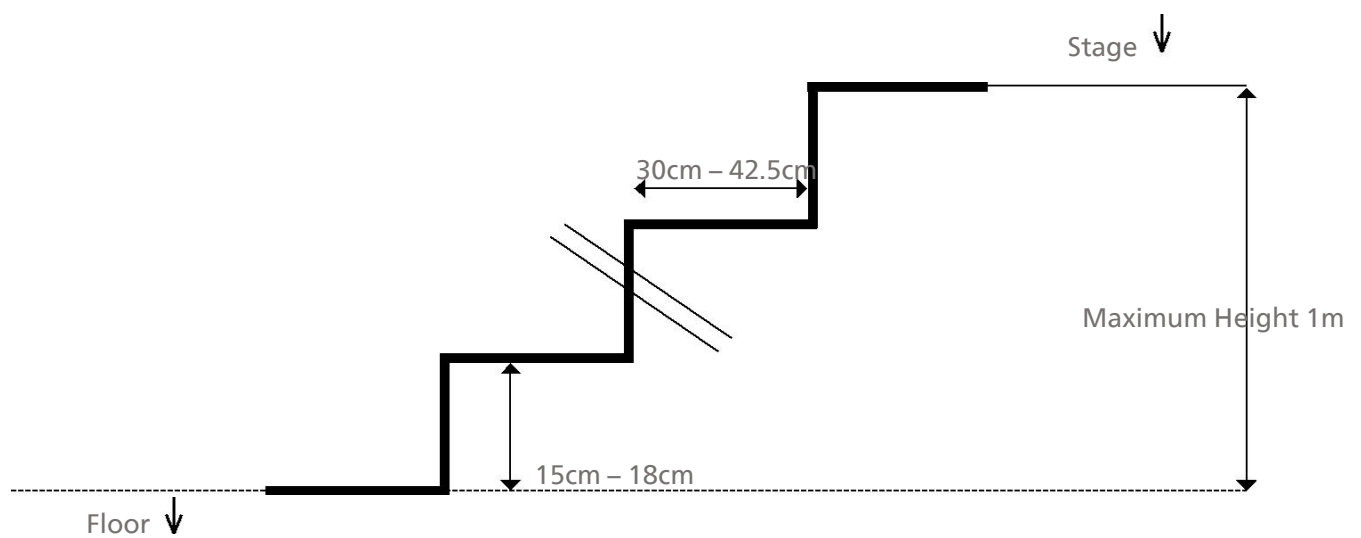
Stage Seating Requirements

A. Seating Layout

Edge of the stage →



B. Typical Stairs Detail (NTS)



Appendix H - Wedding Checklist

General Requirements

- All contractors are to abide by DEC's rules and regulations regarding engineering, fire, health and safety regulations.
- All carpets should be protected with polythene sheets prior to any work commencement in halls.
- All equipment and stage material should be cleared from the venue straight after the event is over. Otherwise DEC reserves the right to relocate or dispose of the materials or equipment to any other convenient location and will not be held responsible for any missing items. The contractor is liable for any costs incurred.
- In the halls all fixtures should be self-supported, peripheral walls and ceilings are not to be used. Nothing is to be nailed, screwed or stapled to doors or other surfaces.
- The contractor is financially responsible for any damage sustained to DEC property or equipment by the contractor or his team.
- If work is not completed and extra hours are required, contractors should seek DEC's approval.
- Contractors are responsible for disposing any extra material or waste in the specific bins/skips placed at the rear of halls.
- Contractors should use only the dedicated gates specified for loading and unloading either to bring their material into the halls or to take the material out of the halls.
- Painting and welding will not be allowed inside the halls. All painting and welding should be executed in the service yard with the approval of DEC Health and Safety.
- Preparation of flower decorations should not be done inside ballrooms.
- During build-up, contractors should not bring food and beverage items inside halls. They can eat and drink in the place allocated for that purpose.
- Smoking is strictly prohibited in all indoor areas due to safety and health reasons. Designated smoking areas are provided outside the North and South Concourses. The smoking areas in the North and South service yards are available to contractors during build-up and tear-down.
- Contractors shall not disturb the food and beverage set-up in the venue under any circumstances.
- While using the service yard for car parking, it is very important to adhere to security instructions. Any car blocking fire exits will be towed away at the owner's expense.
- All contractors must adhere to the safety and security policy of DEC. Tools used for electrical power supply must be up to the standard laid out by DEWA. Should the work not be to the standard, DEC reserves the right to stop the work and keep the client posted regarding the issue.
- Use of charcoal is subject to DEC's approval. In no circumstances are gas cylinders allowed inside any halls.

- The use of candles or equipment that uses naked flames at the venue is controlled and an approval process exists involving the Venue Infrastructure Health and Safety Department. Wedding organisers are required to provide details of the candles and table layout, indicating any combustible materials that may be near candles. Submission of a physical sample to the DEC Venue Infrastructure Health and Safety Department must be made at least 2 weeks prior to the start of the tenancy.
- It is further required to submit the number of pax and quantity of candles to be used prior to approval.
- Smoke/haze machine usage is to be coordinated with DEC Venue Infrastructure Health and Safety Department in order to mask fire alarm systems well in advance, giving DEC sufficient notice to make arrangements. 1 weeks notice is required.
- While designing a floor plan, consideration is to be given to fire exits and location of firefighting equipment and escape routes.

Stage guidelines

For a 4-metre gap

- The 4-metre gap requirements are mandatory whenever there is a backdrop design made of wood or drapes.

- In the design, there will be back supports, bracing and perpendiculars that require space behind. The higher the stage design, the more it occupies space behind.
- From a safety perspective, in case of an unfortunate accident behind the stage, say a fire, the response would be hampered by these obstructions.
- In some cases, behind the stage there are engineering services and utilities that need to be accessed in case of emergency.

For a 2-metre gap

- The 2-metre gap might be acceptable provided that there is only a stage and no backdrop design.
- The gap in between is visible and accessible.
- No services will be covered.
- In case of a movable screen, not the hanging type, the tripod leg supports will be placed on the stage and not on the flooring of the 2-metre gap space.
- Definitely, there is no storage of any kind beneath the stage and behind any backdrop design.

Appendix I - Rules for Pyrotechnics

Please follow the health and safety guidelines below to obtain a No Objection Certificate (NOC) for the use of pyrotechnics inside the halls.

Health and Safety Restrictions

Pyrotechnics substances have the potential to cause harm to guests and staff and damage to the property/surrounding premises.

Statutory Requirements

Pyros can only be used if supplied by an approved contractor from Dubai Police.

Health and Safety Guidelines

A. Use of pyrotechnics

The use of pyros and similar equipment that use naked flames at the venue must be controlled and prior approval by the DEC Venue Infrastructure Health and Safety is required.

The organiser and/or their approved contractor needs to provide details of the various types of pyros to be used. The material safety data sheet (MSDS) of the proposed pyros must be submitted to the DEC Venue Infrastructure Health and Safety Department at least 2 weeks prior to the start of the tenancy. The following are required:

- Commercial license
- Insurance copy
- Fireworks license: Approved contractor details by Dubai Police
- Operational schedule detailing installation, rehearsal and event timing of the pyrotechnics (example: from 18:00hrs to 18:30hrs)
- Specification
- Location
- Complete the Pyrotechnics Schedule form found in the Organier Manual Appendix

Appendix J - Silencing Alarms

The silencing of any alarm within DEC requires prior approval. Please contact the Venue Planner for further details.

All approvals need to be submitted at least 2 weeks prior to the start of the tenancy.

Appendix K - Designated Smoking Areas

Designated smoking areas are provided outside the North and South Concourses. The smoking areas in the North and South service yards are available to contractors during build-up and tear-down

Appendix L - Guidelines for Sanding Activity in the Concourses

DEC would like to like to remind all contractors that drywall sanding in DEC concourses can only take place with vacuum bags and with correct PPE – as shown in the image below.

Failure to comply with this regulation may result in the company being issued a violation and personnel being removed from site.

In addition, the following regulations apply for the concourses;

- Only prefabricated stands or sysem build stands are permitted in the concourses
 - Only limited construction may take place
 - Sawing will only be permitted for minor alterations and the cutting of flooring
 - PPE: Please use dust masks, safety goggles, gloves and long-sleeved clothing when cutting or sanding
- Works in the concourse areas must be subject to suitable partitioning/proper barricade to protect persons in this public area of the venue, which is the responsibility of the organiser. Works will be stopped if suitable separation is not in place. Adequate warning signage must be in place to warn people of the hazards at the entrances
 - Suitable protection should be placed on the footprint of the stand to prevent damage to the concourse marble flooring. Protection should also be used to house any materials whilst building or dismantling the stand. Any damages to the marble floor, will be charged back to the Organiser



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