

Build-up and Breakdown (Construction and Dismantling Periods)

ibtm WORLD
BARCELONA, SPAIN
19-21 NOVEMBER 2019

Site Rules

As an Exhibitor or Contractor working on the IBTM World site during the Construction phase (Build-up) and Dismantling phase (Breakdown) of the event, the site rules below must be adhered to and warnings considered in your planning. These site rules must be distributed to all that will be working onsite so please ensure you cascade them to your employees, contractors and sub-contractors. It is your responsibility to do so in line with Venue Health & Safety. The rules below are additional to rules and regulations published in the exhibitor and contractor manuals.












Site Rules:

	No Unauthorised Access. Children under the age of 16 will not be permitted.
	No smoking anywhere in the show ground.
	Drinking of alcohol onsite during the build up and breakdown periods is forbidden. The taking of illegal drugs is strictly forbidden at all times.
	Site speed limit of 5mph must be adhered to at all times.
	High visibility clothing must be worn during build up and breakdown as a result of the activities being undertaken.
	Hard hats Must be worn in designated areas. These areas are where there is overhead work taking place.
	Safety footwear must be worn throughout build-up until Monday before show open, and during Breakdown. This is at the discretion of the exhibitor/contractor as a result of the activities being undertaken. OPEN TOED SHOES ARE NOT PERMITTED.
	A permit to work is required before any hot working commences
	Machine and tool guards must always be used. Non-guarded machinery will not be permitted to be used and non-guarded tools will be confiscated.
	Trailing cables must not occur if possible. If necessary, they must be clearly identified and used for a minimum time only.
	All temporary scaffold towers must be correctly built in line with manufacturer's instructions and the persons erecting it must be suitably trained and competent.
	All working at height must be planned to minimise risks involved so far as is reasonably practicable.
	All Accidents, Incidents and near misses must be reported immediately to the Organisers Office.



Emergency Gangways and fire exits must be kept clear at all times

Site Warnings:

	Caution – Slip & Trip Hazards
	Caution – Fork Lift trucks will be operating
	Caution – Crane operations & overhead working in designated areas
	Caution – Vehicle movement
	Caution – Working at height, danger of falling
	Caution – Live electrical installations
	Caution – Falling tools & objects
	Caution – Guard dogs on patrol
	Caution – Forklifts in use
	CCTV in operation
	Unsafe working practices will not be accepted. Unsafe work will be stopped and the people involved escorted offsite if the poor practice or issue/risk is not corrected.

Useful information:

- All **vehicles** must access by Gate 4, collect a ticket and pay at the pay-ticket machine before leaving.
- Access for individuals into the halls will be with **contractor badges** issued onsite by the venue.
- There are many cafes/restaurant within the venue and close to it.
- There are permanent **toilet facilities** around the exhibition hall.



Site safety starts here

