

SPACE ONLY STAND PLAN – REVIEW CHECKLIST

APPROVAL CHECKLIST

Stand is contracted correctly as space only (and not Shell Scheme or Turnkey Package)

Stand number is correct according to contract and floorplan

Stand dimensions are correct according to contract and floorplan

Number of open fronts are correct according to contract and floorplan

Orientation of the stand is correct according to floor plan

All structure (including arm lights, signage & furniture etc) are within the contracted stand space

If a corner or peninsula stand, back wall(s) have been built at least 2.4mH

If there is a back wall, is it the same height or above the height of the show shell scheme?

Raised floor 33mm to 115mm high has clearly distinguishable ramped / bevelled edge installed.
The bevelled edge is incorporated into the stand space and does not encroach into the aisle.

Flooring higher than 115mm is deemed a step. If the stand is to be occupied by the public or exhibition attendees, a ramp must be provided within the allocated space.

Perimeter or adjoining walls properly finished to external views

Adjoining walls are devoid of any branding overlooking neighbouring stands

Stand has adequate pit access for water/waste requirements (if required)

All frontages at least 1/3 open or fitted with transparent material

Solid ceiling roof area has fire protection equipment installed (i.e., smoke detector)

Internal doors open outwards

Lights are tested and tagged prior to being brought onsite or booked with the electrical contractor for onsite

Stands exceeding 2.5mH need organiser approval. Maximum stand elevation allowed is 5m.

RIGGING

Rigging of any overhead structure or signage must remain within the perimeter of the stand space

Banners must be single sided when rigged on the perimeter of the stand that adjoins another stand otherwise the banner must be stepped in by 1m. No advertising material may overlook an adjoining stand

ENGINEERING REPORT

Required for second storey structure. Note: If the floor of any occupied area is more than 1.5m above the ground level, it will be deemed to be a two-storey structure whether the bottom area is occupied or not)

Required for any structures that are constructed with steel

STAND MATERIAL

Use of fabric – crepe paper, corrugated cardboard, straw, hay, untreated Hessian, untreated material fabrics or PVC sheet will require venue approval

Floor covering made with sawdust, tan bark or wood chips may be used to decorate floors provided a protective membrane is laid first and chips are constantly kept slightly moist.

ADDITIONAL MISC ITEMS – FOR CONSIDERATION

LP GAS CYLINDERS

Organiser approval required to use LP Gas to ensure the total usage within the exhibition space does not exceed 180kg.

LPG cylinders shall not exceed 9kg in size with a maximum of two per 3m x 3m stand.

The installation, supply and disconnection of LPG cylinders must be booked with the official contractor and licensed plumber

All LPG cylinders are to be removed from the exhibition area overnight and stored in the locked compound situated on the loading dock. Licensed plumber to disconnect each evening.

Fire extinguisher and/or fire blanket always kept on stand in an accessible area

MOTOR VEHICLE

A drip tray is required underneath each vehicle on display

1 x 2.3kg, A:B(E) dry powder extinguisher is required in prominent and accessible location

The motor vehicle fuel filler cap must be sealed or secured to prevent easy removal of the fuel cap by unauthorised persons.

Under no circumstances is fuel to be decanted or vehicles to be filled on the loading dock or inside the venue

Motor vehicles powered by flammable gas (e.g., LPG, CNG) may be displayed provided systems are fitted in accordance with relevant Australian Standards for gas fuel systems in motor vehicles.

Keys are not to be left within the vehicle whilst on display and need to be left with the Organiser.

Electric or hybrid cars will require a fire extinguisher and drip tray.

NAKED FLAME (incl. cooking equipment, BBQ's, heaters, candles, oil burners)

Fire extinguisher and/or fire blanket always kept on stand in an accessible area

No flammable material within 1m of the flame

Flames are situated away from members of the public. Suitable guarding must be in place.

Small tea light candles in holders are permitted. Anything larger will require a fire warden present.

HIGH RISK ACTIVITIES (e.g., hazardous material, pyrotechnics, hot works)

A risk assessment is required for any high-risk activities such as hazardous material, pyrotechnics

A venue permit may be required depending on the high-risk activity

BALLOONS

Helium balloons must be weighed down. Fee applicable for the retrieval of any balloons from ceiling.

ANIMALS (other than service animals)

A venue permit if required including animal management plan detailing purpose of the animal(s), conditions on site and removal of waste.

Animal(s) must be on leash or in an enclosed pen under the control of a handler at all times

All waste will need to be disposed of offsite

Animal(s) are not to remain in the venue overnight or left unattended at any time in the precinct.

CUSTOM STAND BUILDER – INDUCTION

GENERAL SITE SAFETY

Pre Event

All space only stand plans must be submitted to National Media for approval by National Media and the venue at least 45 days prior to move in commences. Any exhibitors who have not sent their stands in for approval prior to the show, will not be allowed to commence their stand build until it has been approved by National Media and the venue.

Worksite

During the set up and dismantle of the event, each contractor is responsible for all work areas and personnel under their control. All worksites are to be left in a safe condition prior to leaving the site. Each company working on site must have a person appointed to manage all work/occupational health & safety matters on the stand. Please provide details of your company representative via the online Exhibitor Centre.

National Media WH&S Rep

National Media will have a WH&S representative on site for the duration of the event. Any issues or incidents should be reported to the Organisers Office immediately. Directions from Security or National Media staff must be followed at all times.

Minors

Children under the age of 15 are not allowed on site at any time during move in or move out.

Workplace Behaviours

National Media is committed to providing a workplace free from all forms of discrimination, harassment, sexual harassment, bullying and victimisation. We strive for equal opportunities for all people and ensuring a work environment where everyone is treated with mutual respect.

Mobile Plant/Forklift/Telehandler Operations

Any forklift/plant operations MUST be undertaken only by licensed and competent persons. Plant must be inspected daily and log books completed as per legislative requirements. Seat belts where fitted must be worn at all times the plant is in operation. All forklifts/plant equipment must be clearly labelled with the company name, copies of licences must be provided to National Media prior to going on site and a forklift induction completed for all personnel utilising the plant equipment (please notify National Media of names and contact details for all staff operating machinery so they can be sent the induction). Wherever personnel and forklifts are operating simultaneously, the activity must have an individual spotter walking in front of any forklift/mobile plant. Any drivers caught speeding or operating the machinery recklessly will be issued with a formal warning or prevented from using the machinery.

Drugs and Alcohol

Working personnel are not to enter or remain onsite if they are adversely affected by alcohol or drugs. Persons found to be affected by drugs or alcohol will be asked to leave the site immediately.

Smoke Free Workplace

Smoking is not permitted in any structures/buildings at any time.

Safe Tools & Equipment

Only safe tools and equipment can be brought onto or used onsite. Ensure all personnel use the appropriate protective and safety equipment. Any portable electrical equipment, power tools, leads, laptops, cooking appliances, phone chargers etc are expected to be tested and tagged in accordance with all relevant requirements, including the Australian Standard AS 3760. Any unsafe tools or equipment are to be tagged as 'out of service'/'danger' and removed from site. Any tools or appliances not tagged and tested will be removed from site. The condition of all tools/equipment must be regularly inspected to ensure safety is maintained.



Chemicals

Any chemicals must be stored and labelled appropriately. The National Media Operations Manager should be made aware of any chemicals brought onto the site. Ensure that current SDSs are obtained before coming on site and that they are readily accessible to any person who may use or be exposed to the substance.

Safe Work Practices

Ensure all of your personnel follow your safe work practices. Your employees must be provided with a safe workplace for all work conducted. It is the responsibility of all persons to work with due care and consideration to safeguard their own health and safety as well as others. All persons must conduct and monitor all operations and work in progress, in a manner to avoid the risk of harm to persons or risk of damage to property at all times.

Any high-risk activities or, unusual tasks must have an appropriate **safe work method statement (SWMS)** prepared or a job safety analysis completed prior to conducting the work. All personnel involved in the activity are to be consulted and must also be instructed in the necessary safe work practices, and any special precautions taken to ensure the work can be performed safely.

Qualified and Experienced personnel

All personnel should operate in a positive manner to ensure occupational health and safety regulations are complied with.

Only appropriately qualified, licensed and experienced personnel are permitted to work on site. Licenses, competencies and trade licenses must be carried onsite while performing works associated tasks. National Media may request to see any certificates of competence of licences at any time.



CUSTOM STAND BUILDER ONSITE INFORMATION

All space only stand designs must be submitted to National Media for approval at least 45 days prior to the commencement of bump in for each show.

Specifications:

- The organiser reserves the right to reject any design if it does not comply with WH&S guidelines or venue building regulations.
- Stand plans should contain all isometric and plan views (including dimensions) and they must be submitted via the online manual or email;
- No part of the stand or display may extend or project beyond the allocated dimensions of the space (including arm lights, signage and furniture). Stands must not exceed a height of 2.5m without the approval of the Organiser;
- The stand must be the correct orientation for the space;
- Suitable flooring must be provided i.e. carpet tiles or raised flooring. Raised flooring must comply with the Building Code of Australia. Disabled access to the stand must be provided and steps must be finished with an approved stair nosing as required for steps in a public place;
- Ramps may not protrude into aisles;
- The exhibitor is responsible for erecting a partition wall between the exhibitor's site and the adjoining site no less than 2.5m high. If greater than 2.5m high the wall must be dressed to external views on both sides of the wall and devoid of any branding overlooking neighbouring stands;
- All stands must have at least one third of each frontage open or fitted with transparent material;
- Flooring, power points and lighting are not included in a space only stand;
- All stands with a roof or ceiling must include fire protection equipment installed;
- If there is a lighting tower it must be greater than 2.2m above floor level;
- If water and waste is required please ensure the stand has access to adequate pits and the space around the pits is properly dressed and not a trip hazard;
- All flammable material including crepe paper, corrugated cardboard, straw, hay, hessian, material fabrics and PVC are treated with appropriate fire retardant before being installed on the stand
- Carpet, walls, lighting and power may be ordered through one of the official stand construction companies by completing the appropriate forms in the exhibitor manual;

Complex structures

- A complex structure is any form of construction of any height, which may require input from a structural engineer.
- If a stand is not constructed from 'shell scheme' provided by the official stand builder, it is the responsibility of the stand designer to determine whether the construction is complex or not.

Examples of complex structures:

- Any structure, regardless of its height, which requires structural calculations
- Multi-storey stands
- Any part of a stand or exhibit which exceeds four meters in height
- Suspended items, e.g. lighting rigs
- Sound/lighting towers
- Temporary tiered seating
- Platforms and stages over 0.6m in height and all platforms and stages for public use (not including stand floor flats and platforms)

HOUSEKEEPING

Clear Aisles

There is an ongoing need to maintain clear access/egress aisles as indicated on the clear aisle floorplan throughout the exhibition, including during move-in and move out.

Please ensure the clear aisles are kept free from general waste materials and stand builder materials at all times. These aisles are kept clear to provide safe access points for staff on site to access the venue and in the case of emergency evacuate the venue quickly, and they are also essential to ensure access for forklifts to deliver freight to stands.

Stand Build Materials

Please ensure that all rubbish and stand build materials are removed from site. There is no storage onsite for stand builders or their tools. Any stand build materials left onsite at show will be disposed of charged back to the stand builder or exhibitor.

YOUR INCIDENT MANAGEMENT & EMERGENCY PROCEDURES

Incident Reporting

In the event of an accident causing injury, ensure that the injured person receives appropriate First Aid and is being cared for. Seek assistance from the event security staff who are qualified first aid personnel and ensure that the injured person is not moved unless there is an immediate safety risk. As soon as practical, notify the National Media Operations Manager and Security team.

In the case of a near miss, you are required to notify the National Media Operations Manager and implement any corrective action to ensure there is not a recurrence.

Incident Investigation

If the incident is of a serious nature or the causes are unclear, an incident investigation should be undertaken. If uncertain seek the advice of the National Media Operations Manager.

First Aid

You should have sufficiently trained First Aid personnel and First Aid kit(s) for your personnel. If not, the venue has trained and competent First Aid personnel and the onsite Security are trained in first aid.

Emergency Procedure

If an emergency occurs at your site or as a result of your activity, take immediate steps to move people away from harm. As soon as practical, inform the National Media Operations Manager or nearest Security personnel.

Only attempt to combat any emergency if it is safe and you have been trained to do so.

VENUE / SITE EMERGENCY PROCEDURES

Venue Familiarity

Upon arrival at the site/venue, make yourself familiar with the site layout, taking note of the location of any emergency exits, first aid equipment and staff amenities.

Notification of an Emergency

You may be notified of an emergency situation by a number of means. It may be via an alarm/alert, two-way radio, public address, phone or a witness. When you receive notification, look out for your own welfare and the welfare of those around you.

Make Your Work Place Safe

Immediately stop work, make the location safe and then immediately move people away from harm. Also, only combat emergency if trained and it is safe to do so.

Follow the Instructions of Wardens/Security Personnel

PERSONAL PROTECTIVE EQUIPMENT

Safety Vests & Closed Toe Shoes

At all times during the move in period and move out all personnel are required to wear appropriate Personnel Protective Equipment (PPE). This will include hi visibility vests and closed toed footwear. **Exhibitors and contractors are required to provide their own safety vests.** Safety Vests are available for purchase for venue vending machines located on either the venue concourse or loading dock. If working in the vicinity of plant operations or vehicle movements, the requirement to wear steel capped footwear is required.

PPE requirements may vary dependent upon the task. Each task should be assessed, and the standards established for PPE. This may include, eyewear, dust masks, hearing protection, gloves or face masks.

SCAFFOLDING & WORKING AT HEIGHTS

Scaffolding

Please ensure that proper scaffolding is used during the construction of any buildings and structures within the Venue, safety features of the scaffolding are provided, as per laid down standards, and that any portable scaffold tower in use is properly stabilised and propped.

Rigging

Please ensure that all overhead rigging work is carried out by a rigging company accredited with the venue. Please ensure all rigging is booked in prior to arriving on site and all information about what is to be rigged, including weights, is provided to the rigging company in advance. For safety reasons the rigging company will need to get access to the stand space prior to the commencement of the stand build, so please ensure that if rigging forms part of the stand build this is factored into the time it takes to build the stand. Each rigging company will ensure they have available to them approved and tested safety harnesses and equipment and staff trained in W/OH&S requirements.

Working at Height

When work is required at a height where the potential to fall, or to drop an object, is greater than 2m, the risks must be controlled. A SWMS or Job Safety Analysis (JSA) is required for working at height under these circumstances.

The use of appropriate ladders, work positioning systems, elevated work platforms/knuckle booms etc., may be effective control measures to consider.

Any use of "Fall restraint systems" must have an emergency response plan incorporated into the SWMS.

All ladders must comply with Australian Standards and be suitable for the task. Any ladders that do not meet Australian standards will be removed from the show floor and returned to the stand builder at the completion of the show.