Please ensure that you and your staff read and understand the safety rules, procedure and arrangements that are in place, not only for your own safety but also that of your colleagues.

SITE RULES
- Only authorised access to the event site is allowed. All vehicles must display the appropriate vehicle pass.
- High visibility vests MUST be worn at all times during build-up and breakdown.
- No working on site outside the published access times.
- No person under the age of 16 is allowed onto site during build-up and breakdown.
- The speed limit on site is 10 mph and 5 mph on metal trackway.
- In the static trade area vehicles movements are restricted to the service roads running to the rear of stands. Vehicles must follow the designated one way system.
- Service roads and bus routes must be kept clear for emergency vehicles at all times.
- Appropriate Personal Protective Equipment should be worn when on site.
- No person to be permitted to operate plant or machinery unless they have received adequate training.
- Persons suspected to be under the influence of drugs or alcohol will be ejected from the site.
- Hot Works are not permitted on site without a Hot Work Permit.
- All accidents, incidents and near misses at the Event must be reported to the Organisers Office.
- Appropriate and safe methods of working at height are required at all times.

SITE ACCESS
Please note that the site will be unlocked and locked again at the times stated in the table below. Please check exhibitor paperwork for details of individual gate opening and closing times.

<table>
<thead>
<tr>
<th>Build-up</th>
<th>Exhibitor access to site</th>
<th>Forklift Service Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday 19th May</td>
<td>0700 - 1900</td>
<td>0800-1800</td>
</tr>
<tr>
<td>Saturday 20th May</td>
<td>0700 - 1900</td>
<td>0800-1800</td>
</tr>
<tr>
<td>Sunday 21st May</td>
<td>0700 - 1800</td>
<td>No forklift service</td>
</tr>
<tr>
<td>Monday 22nd May</td>
<td>0700 - 2100</td>
<td>0800-2000</td>
</tr>
<tr>
<td>Tuesday 23rd May</td>
<td>0700 - 2100</td>
<td>0800-2000</td>
</tr>
</tbody>
</table>

Event open hours

<table>
<thead>
<tr>
<th>Event Days</th>
<th>Event Opening Hours (Visitor access)</th>
<th>Exhibitor Vehicle Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday 24th May</td>
<td>0830 – 1700 (Muck 0900 – 1700)</td>
<td>0600 – 0815 (Muck Area 0600-0845) 1700 – 1900 (Exhibitor pedestrian gate 0600-0830)</td>
</tr>
<tr>
<td>Thursday 25th May</td>
<td>0830 – 1600 (Muck 0900 – 1600)</td>
<td>0600 - 0815 (Muck Area 0600-0845) After 1630 – 2100 (Exhibitor pedestrian gate 0600-0830)</td>
</tr>
</tbody>
</table>

Breakdown

<table>
<thead>
<tr>
<th>Breakdown</th>
<th>Exhibitor access to site</th>
<th>Forklift Service Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 25th May</td>
<td>After 1630 –2100</td>
<td>After 1630 – 2000</td>
</tr>
<tr>
<td>Friday 26th May</td>
<td>0700 - 1800</td>
<td>0800 – 1800</td>
</tr>
<tr>
<td>Saturday 27th May</td>
<td>0700 – 1800</td>
<td>0800 - 1600</td>
</tr>
</tbody>
</table>
WELEFARE INFORMATION

First Aid Facilities: Available on site during build up, open days and breakdown.
Health & Safety: Available on site during build up, open days and breakdown.
Security: Available on site during build up, open days and breakdown. All open gates will be manned at all times.

Visitors can gain access to the site from 0830 and we recommend that you have at least one member of staff on your stand from this time.

Site Address: Grassland & Muck Event, B4115, Stoneleigh, Warwickshire (Please note the site does not have an accurate post code)
Site Grid Reference: SP 324 727
Hospital: University Hospital, Clifford Bridge Rd, Coventry CV2 2DX 024 7696 4000
Organisers Office: 02476 858 284
Toilets & Catering: available on site from 19th – 27th May. Additional catering available on the Showground (CV8 2LG) and from the local BP Garage (CV3 6RQ)

Water – available to purchase from the catering units. Water from stand pipes will not be approved for drinking until it passes laboratory tests. Please ask the organisers.
Health & Safety: Available on site during build up, open days and breakdown.

EMERGENCY PROCEDURES

FIRE:
Should you discover a fire:

- Please contact the Organisers Office by phone or ring a fire bell located at the nearest fire point
- Give location and nature of incident.
- Evacuate the area and ensure marquee is evacuated.
- Visitors/ Exhibitors are not to re-enter the affected area until given permission to do so by the Organisers.
- Fire Extinguishers are located around the site within the service roads. Please familiarise yourself and staff with the closest fire point. Only tackle the fire if trained and it is safe to do so.

EVACUATION PROCEDURES

Localised emergency on stand/marquee

- Evacuate stand (stand manager to do)
- Contact Organisers Office (stand manager to do)
- Tackle fire if safe to do so (stand manager to do)
- Visitors not to re-enter stand until given permission to do so by the Organisers

Spreading fire in demonstration/ static area

- Evacuate stand (stand manager to do)
- Contact Organisers Office (stand manager to do)
- All working demonstrations to stop immediately
- Static trade/demonstration area to evacuate (Organisers to direct)
- Visitors not to re-enter affected areas until given permission to do so by the Organisers

Full Evacuation, Bomb Threat, Advice from Fire Marshal, Excessive wind speeds

- All external gates will be opened
- Announcements will be made throughout the event via PA / loudhailers
- All personnel on site to leave site by nearest gate avoiding affected zone (Organisers to direct)
- Nobody should re-enter the site until given permission to do so by the Organisers

PLEASE FOLLOW THE INSTRUCTIONS FROM THE ORGANISERS/ STEWARDS