



TOY FAIR 2024 SITE RULES

1. Contractors will be refused permission to build if appropriate Risk Assessments/Method Statements/CPPS and approved stand designs have not been submitted prior to arrival.
2. Any on-site stand design alterations that are not apparent in approved plans will be required to return to the original design at the exhibitor's expense.
3. Contractors are required to wear wristbands at all times.
4. **PPE:** High-vis vests are mandatory throughout the build period except for Monday 22nd (stand dressing only). Safety shoes are recommended at all times during build/break periods. Open-toe shoes are NOT permitted.
5. Children under 16 are NOT permitted entry during build/break periods.
6. NO alcohol is permitted in the venue during build/break periods. Smoking is also prohibited in the venue at all times.
7. Accidents: please notify the Organiser's Office immediately or hail a floor manager to ensure all incidents are documented.
8. Venue Speed limits must be observed at all times.
9. Gangways must be kept clear at all times for access. Product should be brought in at the latest possible time and remain on stands.
10. Hot work rules: a permit is required to carry out any hot work e.g. grinding, cutting and welding.
11. Noise control: Hearing protection is required for staff working at noise levels in excess of 80dB (A).
12. Working from height: this should be carried out safely by trained workers and appropriately risk assessed.
13. Where platforms are used, edges must be clearly highlighted in a contrasting colour and corners rounded.
14. Venue height and floor weight loading restrictions must be adhered to.
15. No electric pallet trucks permitted on the Grand Hall Gallery.
16. No Fly-tipping allowed.
17. Void areas, especially behind stands, may not be used for storage purposes without prior consent from the Organisers. All stored boxes must be flat packed.
18. Any damage to the fabric of the building or waste materials left behind *including carpet tape/residue* will be billed back to the exhibitor. Stand Release forms will be in operation during breakdown to help mitigate this.
19. Please refer to the build/break schedules for all access times. There are NO late working hours outside of the schedule.
20. Breakdown will commence no earlier than 5pm on Thursday 25th January to allow visitors a chance to exit the halls.