

Workplace Health and Safety during Move-In/Out at IIDEX/NeoCon Canada 2009

We would like to take this time to remind all participants in IIDEX/NeoCon Canada 2009 that workplace and workers safety is **everyone's responsibility**. All participants must comply with the legislation contained in the Occupational Health and Safety Act (the green book), which is governed by the Ontario Ministry of Labour.

As an exhibitor, it is your responsibility to contact all the people who will be involved in the assembling and dismantling of your booth/display, including staff and outside contractors, to ensure that they are fully briefed on the health and safety requirements of working in this environment. Exhibitors will be held accountable, at all times, for the health and safety of those working for them on the show floor.

REMINDER:

ALL personnel involved with the move-in and/or move-out process (ie. material handling, erecting/dismantling exhibits, etc.) MUST wear approved hard hats and safety footwear at all times while on the show floor. Refer to the following page (page 2) for a list of other show floor safety procedures.



In order to ensure that everyone understands the importance of this policy, all exhibitors are required to read, sign and return the attached "Safety Acknowledgement Form" (page 3) prior to move-in (deadline is Wednesday, September 9, 2009). Exhibitors may be prohibited from setting up on the show floor if the acknowledgement form has not been received by show management in advance of move-in.



Exhibitor Procedures for Worker Safety

We ask that all exhibitors make safety a part of their activities during the show; especially during set-up and tear-down. Any exhibitor who sees something unsafe or that presents a hazard should report it to the show office immediately. By doing so, we can all help make the show floor safer for all participants.

Below are procedures for exhibitors to follow while at the show. They are intended to enhance overall show safety and to help prevent injuries.

- During move-in and move-out appropriate attire including approved safety footwear with steel-toes and hard soles, and hard hats must be worn at all times. Safety shoes help protect against potential injuries from debris on the show floor; these types of shoes also limit the potential for slips and falls. Shoes with heels, flip flops and open-toed shoes are not allowed!
- Ensure that all move-in/out staff has access to approved protective devices/materials and that these be worn in the appropriate construction situations (eg. safety glasses, gloves, etc.).
- Do not stand on chairs, tables or other furniture at any time. Please use a ladder. (Remember that if work is taking place on a ladder at a height greater than 10' then the person performing the work must be wearing a safety harness and tied off appropriately.)
- Be aware of forklifts and other machinery moving through the aisles and loading dock areas. Please stay clear of them, especially when they are carrying a load.
- Do not run in the exhibit hall.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Remember to check all cords for damage. Notify Direct Energy Centre's service order desk if you require assistance repairing or removing a damaged cord. Do not overload outlets or plugs.
- Please keep fire exits clear and report any fires immediately or pull the closest fire alarm.
- If you spill something, or notice a spill, clean it up or report it immediately.
- Dispose of waste properly and keep materials stacked securely within your booth during move-in and move-out.
- Keep aisles free and clear of any and all debris.



MANDATORY Occupational Health & Safety Acknowledgement

Deadline: Wednesday, September 9, 2009

Dear Exhibitor:

Merchandise Mart Properties (Canada) Inc. requires that all exhibitors review, sign and return this form acknowledging their acceptance and understanding of its contents by **Wednesday, September 9, 2009**.

All show participants must adhere to the highest standards of safety when setting up and tearing down an exhibit and take every reasonable precaution to protect the health and safety of workers. All exhibitors must respect and comply with the Occupational Health and Safety Act and Regulations and ensure the following:

- That all workers involved in the set up and tear down of the show are competent to perform their assigned duties.
- That workers are provided with information, instruction and supervision to protect the health and safety of the worker and that every precaution reasonable for the circumstances is taken to protect the worker.
- **Approved steel-toed shoes and hard hats MUST be worn at all times during move-in and move-out by ALL exhibitors and their workers.** Other protective equipment (such as gloves and safety glasses, etc.) must be worn wherever exposure to injury is possible. All safety equipment, materials and protective devices must be provided in good condition by the exhibitor.
- As an exhibitor, it is your responsibility to contact all the people who will be involved in the assembling and dismantling of your booth/display, including staff and outside contractors, to ensure that they are fully briefed on the health and safety requirements of working in this environment. Exhibitors will be held accountable at all times, for the health and safety of those working for them on the show floor.
- Persons aged 15 and under, including families of exhibitors, will not be permitted into the exhibit hall during move-in or move-out.

The above list is not intended to be complete or exhaustive. Please consult the Occupational Health and Safety Act and Regulations for further information regarding your obligations under the Act.

EXHIBITOR ACKNOWLEDGEMENT:

I acknowledge that I have read and understood this health and safety notice. I agree to comply with and abide by all safety requirements, including but not restricted to the Ontario Occupational Health and Safety Act and Regulations. I will cooperate with Show Management in the establishment and enforcement of safe working procedures.

I hereby declare that I have read, understood and agreed to be bound by the foregoing.

Exhibiting Company: _____ Booth # _____

Signed: _____ Name: _____
I have the authority to bind the exhibitor

Dated this _____ day of _____.
day month year

Exhibitors may be prohibited from setting up on the show floor unless this completed form has been faxed or mailed by Wednesday, September 9, 2009 to the IIDEX/NeoCon office (Fax 416-944-9286) 10 Alcorn Avenue, Suite 100, Toronto ON M4V 3A9.