

**EXHIBITORS KIT**

EXHIBITOR SAFETY SHEET

This exhibitor safety sheet has been prepared to advise you of the safety precautions which have been put in place for the safety of all staff, volunteers, exhibitors and members of the public. Please read and disseminate this information to all those who will be working on your stand. Exhibitor passes will be distributed once a copy of the signed statement has been received.

I have read and understood the following as well as the rules contained in the Perth Convention Exhibition Centre Exhibitor Manual, and have informed my staff of the safety requirements for the 2007 Perth Motorcycle and Scooter Show.

Company _____

Signed _____ Date _____

Move In / Safety Vests

High visibility safety vests and enclosed footwear must be worn when on site during move in and move out. A special exception has been made allowing exhibitors on site for the last day of move in (23rd August) without high visibility vests. Please note that children will not be allowed on site during move in or move out.

Hazard Identification

Hazard identification is the responsibility of all staff, volunteers and exhibitors. Please report any hazards to the Show Office immediately.

First Aid

A first aid post will be located on-site and will operate all hours that the Show is open to the public.

During move-in and move-out trained first aid staff will be on site and a first aid kit located at the Show Office. In the event of injury please make your way to, or contact, the Show Office.

Please ensure that you and your staff are familiar with the location of the first aid post and Show Office.

Please return to - 9/126 Broadway, Nedlands WA 6009
or fax 08 9386 9842
By Friday 3 August

Fire

Fire extinguishers are located at various locations around the Centre as well as the ticket counter, stages, information desk and Show Office. Please familiarize yourself and your staff with the location of the nearest extinguisher.

In the event of a fire please phone 000 immediately and report the fire then inform the Show Office.

Electrical Safety

Please read the Electrical Safety Rules on the Electrical Bookings sheet and ensure that you and your staff are familiar with them.

Lost Children

Lost children should be accompanied to the Motorcycle and Scooter Show Office where they can await collection by their parents.

Structural Safety

All staging and custom stands at the Show must comply with Australian Standards. Please check that your contractor is familiar with the Standards and complies with them.

Trip Hazards

Exhibitors must ensure that walkways within their stand are clear and safe. Any potential hazards not within the control of the exhibitor should be reported immediately to the Show Office.

Alcohol

BYO alcohol is not permitted within the Show. Anyone behaving in a drunk and disorderly fashion will be removed from the Show. If you, or your staff, notice anyone behaving in this way please notify the Show Office.

Evacuation

In the event of evacuation you will be advised over the public address system.

Risk Management Plan

A full copy of the event Risk Management Plan can be viewed at the Show Office.