



FESTIVAL ARENA
INTERCONTINENTAL.
DUBAI FESTIVAL CITY

ORGANISERS, EXHIBITORS, CONTRACTORS' VENUE GUIDELINES

HEALTH & SAFETY AND OPERATIONS MANUAL

Section 1: Introduction

1.1 The Tenancy Agreement and Rules and Regulations

The rules and regulations produced by the Festival Arena shall be observed and enforced, at all times by tenants, exhibition organisers, exhibitors, contractors, sub-contractors and in some cases, visitors. These rules and regulations form part of the tenancy agreement contract.

1.2 Responsibilities and Duties under Law

Under Dubai Municipality Code of Practice, it is the duty of every company to protect the health and safety of their staff. Events' floor is defined as a 'construction area', hence the requirements of Dubai Municipality Code of Construction Safety Practice apply at all times while on-site.

Persons involved in this process must implement accident prevention responsibilities under 'code of practice' and avoid unsafe conditions to eliminate hazards and/or exposure to injuries.

1.3 Personal Protective Equipment requirements at the venue (Build-up & tear-down days)

Contractors and exhibitors must wear appropriate Personal Protective Equipment (PPE) as follow:

1.3.1 Mandatory Hard Head Protection

All persons working on event floor or involved in construction work must wear a hard hat whilst working at the construction area during build-up and tear-down.

1.3.2 High Visibility Vest

All persons must wear high visibility vest for easy identification while working at the marshaling yard, the conference or exhibition hall during build-up and tear-down.

1.3.3 Mandatory Foot Protection (open shoes are not permitted).

Open footwear is not permitted during build-up and tear-down. Closed shoe footwear is recommended

1.4 How to get here:

Venue Address: Al Badia Blvd – Dubai Festival City – Dubai, United Arab Emirates



Health and Safety Rules and Regulations

Section 2: Event Planning

2.1 Event floor plan must be reviewed & approved by Festival Arena Health & Safety team:

Floor plan should consider clear access to fire doors, shutter door and electrical distribution boxes. Recommended main central aisle way is 2.50 meter (for B2B shows) and 3.0 meter (for public shows) wide, while secondary aisles way can be 2.0 meter wide.

The proposed floor plan must be submitted approx. 3 months prior to the event, and the final copy submitted 2 weeks prior to the event. This is to allow any adjustments to the layout if required with least inconvenience caused to the layout allocations

2.2 Structural Limitations

The organiser must ensure that structural engineer limitations are not exceeded at the venue. This includes the following:

- 2.2.1 Roof loading points: for primary rigging, secondary trussing or hanging points
- 2.2.2 Floor loading weight: for both internal and external areas to prevent damage.
- 2.2.3 Exhibits or display stands are not allowed to use venue walls for bracing to stabilise stands or other temporary structures

2.3 Organiser's Responsibility

- 2.3.1 The organiser must ensure to contract sufficient time for build-up and tear-down activities of the event. Reducing the timescale has a significant impact on the safe activity of contractors during construction and dismantling work. Thus the venue reserves the right to intervene if the timescale in relation to required production are not at acceptable level.
- 2.3.2 The organiser resumes responsibility to ensure sufficient and competent supervision at the event hall during the entire tenancy. The event does not finish from a health and safety perspective until the dismantling work is completed and the hall is vacated.

2.4 Freight and Exhibits' Access to the Venues

Exhibits and stand fixtures must be displayed and ready before start of the event. Exhibitors' stored products should not pose as hazard or cause obstructions to public or to Venue structure.

2.5 High Risk Equipment and Substance Approvals:

If the organiser/r exhibitors planning to display or use any of the below during the tenancy period, must communicate this to the venue management prior to the event.

- Vehicles display inside the show
- Pyrotechnics, smoke or Haze machine, confetti canons
- Live animals

Health and Safety Rules and Regulations

Section 3: General Rules & Requirements

3.1 Venue Requirements:

- ✓ The Festival Arena is a non-smoking venue. This is a legal requirement in Dubai. Smoking is only permitted outside the building and at designated areas.
- ✓ Work including welding, brazing, grinding and other operation generating heat or sparks must consider adequate precautions against damages or injuries.
- ✓ Harness and safety belts must be used in any activities above 3 meters.
- ✓ Do not block fire exits / routes, Aisles, corridors, staircases and walkways with any materials or equipment. Temporary storage on-site is not allowed
- ✓ Walkways, Aisles, flooring must remain free from any tripping or slipping hazards.
- ✓ PPE: The use of Personal Protective Equipment (PPE) will be mandatory where there is a foreseeable risk or a requirement to prevent injury.

3.2 Organiser Requirements:

- Contractors must abide by the Venue rules & regulations and follow Health and Safety Guidelines.
- All fixtures should be self-supported, peripheral walls and ceilings must not be used as support. Nothing is to be nailed, screwed, stapled or taped to the doors or walls or other surfaces.
- Painting, Sawing, Drilling and Welding is NOT allowed inside the venue at all times
- Smoking is strictly prohibited in all indoor areas at all times for safety reasons.
- Marshaling yard cannot be used as car parking, nor a storage area.

3.3 Exhibitor/ Contractors Requirements:

- Labour must be under direct sponsorship [Visa] of the Company with valid ID must be present
- Payment and collection of Contractor badges for daily admission before gaining access to the Venue.
- Contractors tools & equipment must be serviced and maintained in good and safe condition.
- All machinery in use (e.g. lifting equipment) must have valid certification and updated service record.
- Only Licensed Operators of equipment will be allowed to operate Boom lift & Cherry picker
- Risk Assessments & Method Statements: Must be submitted with information, copies of certificates and necessary MSDS for high risk setup brought onto the venue prior to commencing the work
- Work area must be kept clean and tidy at all times. Any hazards must be removed promptly (e.g. oily rags, & flammable materials). Contractor will be responsible for removal/ disposal of waste materials.
- For work at heights, proper scaffolding must be erected by a qualified scaffold erector only. Mobile scaffolding must have wheels securely locked before work commences.



Health and Safety Rules and Regulations

Acknowledgement and Consent to Venue's Operational Rules & Regulations:

- We understand that some structures will require prior approval and respective forms need be submitted.
- We will ensure the venue guidelines are fully adhered to at all time for safe work environment
- We will supervise our work to ensure they are in accordance with the Venue's H & S guidelines.
- We understand that the company we represent could face due penalties, at the discretion of IHG HSE Management, for non-compliance with the aforementioned Safety Regulations Manual.

Official Contractor Consent & Confirmation

Contact Name:

Contact Title:

Contact Number:

Company Name

Signature:

Company Stamp:

Date