

**Exhibitors Site Induction Information**

For the attention of **all** personnel attending SPIE Sensors+Imaging 2024

- Please read the Site induction information (page 2)

**And**

- Circulate the Site induction information to the personnel who will be onsite.

**Finally**

- Complete the confirmation below & email to [jane@spieeurope.org](mailto:jane@spieeurope.org)

**CONFIRMATION**

On behalf of the company, I can confirm that **all** on site personnel at SPIE Sensors+Imaging 2024 will have read the induction information prior to arrival.

⇒ **Print your Name** .....

⇒ **Position in company** .....

⇒ **Company Name** .....

**PPE requirement for both Build & Breakdown**

Hi-visibility vest: Standard Yellow, Red or Orange and Safety footwear when working near moving vehicles / plant.

In the event of overhead working - hard hats (please ensure these are available and on hand)

**No Black Vest with reflective stripes and No bump caps – Thank you.**

**First Aid or Medical Emergency**

In the event of requiring First Aid or to report a Medical Emergency Telephone Security, contact any member of EICC staff, who will then radio and call for First Aider.

In house First Aid kits are held on all levels, which are utilised by trained EICC First Aiders.

**Fire Evacuation**

In the event of the fire alarm activation which is "Two Tone" or an Audible Message.

EICC Staff & Hosts shall direct all Delegates to the rendezvous point "RVP". And control all delegates at these points until the "All Clear" is given.

Hosts shall assist any person who requires assistance; these persons should be conveyed to the Temporary Waiting Areas.

Security Officers shall ensure the security of the building in the event of an evacuation. Thereafter take up an external position at the door they exited the building.

ONLY authorised Staff/Delegates/Clients are permitted re - entry.

**Smoking policy**

Smoking cigarettes and e-cigarettes is not allowed in any of EICC's internal areas. If you or your visitors, delegates or exhibitors wish to smoke, please go outside.

**Gangways**

Under no circumstances will exhibits, stand dressing, tables, and chairs, etc. be allowed to encroach into the gangways. All exhibits must be kept inside their allocated space at all times.

**Decorative Materials**

Decorative materials used for stand dressing must be flame proofed or purchased already treated by use of the appropriate chemical.

Artificial plants and flowers are combustible and give off toxic fumes. Therefore, they must not be used for stand dressing. Silk-type flowers are acceptable, providing they are fireproof or have been treated and marked as such.