

- Vehicles are not permitted in the building to load or unload display items without prior approval from WIOA.
- No permanent parking is permitted in the loading dock area. Loading and unloading only.
- Smoking is strictly prohibited.
- All personnel must take care and be aware of the use of forklifts and other machinery during use of the loading dock.
- Emergency egress at fire doors (detailed on map) MUST be maintained at all times when using the roller door loading docks.

Non-vehicular and vehicular periods

Move out will be classified into non-vehicular and vehicular periods. The conditions for 'Non-Vehicular Period' during which high vis vests are not required:

Permitted works during the 'Non-Vehicular Period':

- Exhibitor stand 'de-stocking' and packing down
- Exhibitor non-structural display dismantling
- Hand carry of goods
- Use of handheld 2- or 4-wheels trolleys with a requirement for use to be with a minimum of two people, one person walking in front as a spotter
- Hand carry bump in/out through the green man entrances noted on the map (foyer, change rooms, kiosk and toilet entrance)

Prohibited works inside the building during the 'Non-Vehicular Period':

- Plant movements
- Use of pallet jacks
- De-construction of stands or any overhead works.
- Movement of any display vehicles or trailers
- Movement of any delivery vehicles and trucks

Spotters

The use of a spotter as a control measure represents a low level of risk control. Where a spotter is utilised, the following must be strictly adhered to:

- A spotter shall be used only if it is not reasonably practicable to use higher level risk controls.
- Spotters must walk ahead of the direction of travel of a vehicle and in full view of the vehicle's operator.
- High visibility clothing must be worn by a spotter.
- More than one spotter shall be utilised where this is necessary: eg: path of traffic is near large groups of people, school groups, pedestrian traffic arises from several directions/sources.
- The number of spotters used must be sufficient to adequately monitor and control the risk relevant to a planned vehicle route.
- Where a person (other than a spotter) comes within three metres of a vehicle the spotter must immediately direct the vehicle to come to a halt. The vehicle must not recommence movement until personnel have been moved clear of the vehicle's path.

Further information can be found in the Exhibitor Information Package.