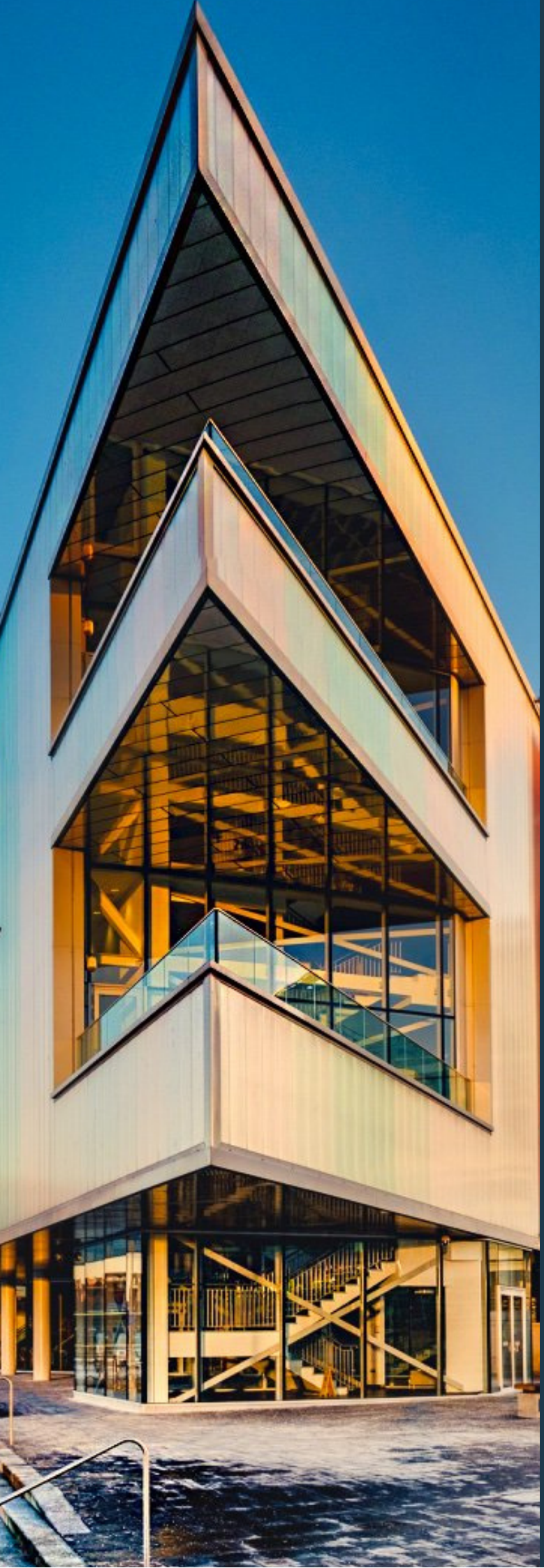

ICC BELFAST

EVENT ORGANISERS GUIDE

GET READY WITH ICC BELFAST

www.iccbelfast.com

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ACCESS

Venue Location

ICC Belfast is located at 2 Lanyon Place, Belfast, BT1 3WH. For more information on how to find us, please visit our "Visitor" information.

Service Yard (Goods Access)

Access to the ICC Belfast Service Yard is via the ICC Belfast/Hilton Hotel shared service entrance, located at the rear of Lanyon Place, adjacent to the Lanyon Place multi story car park. Please note there is a height restriction of 4.0m within the service yard.

Service Lifts

Goods access to our exhibition areas is via Service Lifts. Below is a table of these lifts with their dimensions and weight limits.

- Hall 1 Van Lift * 2.50m (H) x 3.00m (W) x 6.00m (D) - Weight limit 4000kg
- Hall 1 Goods Lift * 2.30m (H) x 1.90m (W) x 6.0m (D) - Weight limit 2500kg
- Hall 2 Service Lifts (x2) 2.20m (H) x 1.50m (W) x 2.20m (D) - Weight limit 2000kg
- Gallery 1 Passenger Lifts ** (x2) 2.10m (H) x 0.80m (W) x 2.10m (D) - Weight limit 1000kg

*Can indirectly service Hall 2 by transiting through Hall 1

** These are in front of house areas and lift protection must be installed

Loading Doors

Below is a table of the loading door dimensions into our exhibition spaces

- Hall 1 loading door from lifts 2.30m (H) x 2.80m (W)
- Hall 2 loading door from lifts 1.95m (H) x 1.90m (W)
- Hall 1 accordial wall opening* 2.05m (H) x 6.40m (W)
- Hall 2 accordial wall opening* 2.05m (H) x 5.10m (W)
- Link corridor between Hall 1 and Hall 2 1.95m (H) x 1.90m (W)

Build-Up and Breakdown

Event organisers must supply the ICC Belfast with a vehicle list of all contractors and exhibitors who require access to the service yard during build-up and breakdown. Access is restricted for unloading and loading only and once complete, vehicles should be removed from the service yard to allow access for others.

Depending on the volume of traffic, event organisers will be expected to allocate contractors/exhibitors with a specific Load-in/Load-out time and this will be strictly enforced by ICC Belfast traffic marshals. If a vehicle needs to remain on-site for any reason, this should be pre-arranged with your Event Manager and will be subject to availability.

Hi–Vis Policy

During build-up and breakdown, all personnel must wear hi-vis (High visibility) clothing within high risk areas such as our service yard. Personnel not wearing hi-vis will not be permitted in these areas.

Vehicle Marshalling Area

There is currently no vehicle marshalling area associated with the ICC Belfast. It is the responsibility of the event organiser to arrange park-up facilities if required by contractor/exhibitor vehicles prior to them being granted access to the ICC Belfast service yard.

Vehicle Passes

All Exhibitors' and Contractors' vehicles which require access to the ICC Belfast service yard during build up and breakdown must display a vehicle pass. This is not a parking permit so once unloading or loading is complete, the vehicle must be removed from the service yard.

ACCESSIBILITY

Changing Places Facility

A permanent Changing Places is located within the Riverside Foyer. The Changing Places toilets are larger accessible toilets fitted with equipment such as hoists, curtains, adult-sized changing benches and space for carers.

Social Narrative Access Video

Social Narrative Accessibility Video is available to support delegates with arriving at the venue and feeling comfortable knowing that they can understand how to navigate their surroundings with the support of subtitles.

ACCOMMODATION

A full list of local hotels and accomodation can be found on our website: https://www.iccbelfast.com/belfast#accommodation

ALCOHOL & DRUGS

ICC Belfast operates a zero-tolerance policy on any persons working on-site whilst under the influence of alcohol or drugs. Any contractors believed to be in possession of alcohol or drugs will be referred to the event organisers and asked to leave site immediately. Further action may be taken if deemed necessary. For the provision of alcohol during your event, please speak with our hospitality team.

ANIMALS (LIVESTOCK)

Except for assistance dogs, animals (livestock) are not permitted within the ICC Belfast without prior consent from the venue. It is the responsibility of the Event Organiser to notify the ICC Belfast in writing if animals (livestock) form any part of their event. Please contact your Event Manager for more information.

AUDIO-VISUAL SERVICES

ICC Belfast offers in house Audio-Visual (AV) Services. To discuss your events AV requirements and for further information, please contact our Head of Production.

AERIAL EQUIPMENT AND DEMOS

Event organisers should notify ICC Belfast if they wish to have any of the above at their event. Please note that if helium filled balloons escape to the roof there will be a charge levied for their removal.

The use of aerial equipment, including airships, balloons, blimps and drones within the venue is strictly regulated. Event organisers should notify ICC Belfast if they wish to have any of the above at their event. Applications for permission to use them must be submitted to the venue in writing, together with a risk assessment, at least 28 days prior to the event.

The following must be considered when carrying out the risk assessment:

- The use of gas or batteries
- Equipment failure
- Obstacles within the exhibition, including drop wires, cables, truss, stands and signage
- The possibility of items falling from the equipment
- Compliance with the venue's specific regulations
- Competency of operators

Operators must remain in visual contact and within radio range of aerial equipment at all times.

Exit signs and fire detection beams must not be obscured at any time.

A suitable take-off and landing/demonstration area must be planned into the floor layout, as appropriate.

The venue may, for safety and security reasons, request that aerial equipment is monitored from the floor by a second person whilst in operation.

Balloons

Balloons must be secured by suitable means; a charge may be made for retrieval if any escape to the roof or for any damage to air-handling units.

Blimps

Blimps must be tethered, at all times, to a secure weight that is placed so as not to cause a hazard.

Drones

ICC Belfast will require additional safety measures to ensure the safe, compliant and approved use of drones at the event, the organizer should liaise with their Event Manager to provide all relevant materials and agree areas and conditions of use.

BABY CHANGING & FEEDING FACILITIES

Baby changing facilities are available in the Riverside Foyer and the Concourse.

BOX OFFICE SERVICE

ICC Belfast offers an in-house Box Office Service. For more details please speak to your Event Manager.

BRANDING OPPORTUNITIES

A selection of branding opportunities are available at ICC Belfast. Please see our "Branding Opportunities" brochure for more details.

BUSINESS SERVICES

ICC Belfast does not currently have an on-site business centre. Event Organisers should discuss their business services needs with their Event Manager.

BUILD UP AND BREAK DOWN

All construction and deconstruction work must comply with the Construction (Design and Management) Regulations (Northern Ireland) 2016. The role of 'client' under the regulations is assumed by the organiser, representing the organisation for which the construction and deconstruction 'project' is carried out.

An organiser's duties include:

- Making suitable arrangements for managing the project
- Appointing other 'duty holders' and ensuring that they carry out their responsibilities
- Ensuring sufficient time and resources are allocated
- Ensuring relevant information is prepared and provided to other duty holders
- Ensuring welfare facilities are provided

The organiser must advise the venue of their PPE policy, so that this may be communicated to event organiser before the start of build-up. Hi-vis jackets/vests must be worn at all times by contractors and exhibitors when off-loading and loading vehicles within loading bays (areas immediately outside the halls).

The organiser should consider the following during the planning process:

- Scheduling: Producing build-up and breakdown schedules, to ensure that activities are carried out safely and in the appropriate order. This should be given to your event organiser.

- Communication: Advising exhibitors and contractors of the build-up and breakdown schedules in advance and carefully considering the timings published in the exhibitor manual.

- Traffic Management and Vehicle Movement: Ensuring that exhibitors and contractors understand and co-operate with unloading and loading instructions within our service yard. In advance vehicle access must be requested and banksman can be provided at an additional cost.

- Working at Height: Working at height should be covered by a method statement and risk assessment. Stop the Drop has useful advice on working safely at height.

- Waste: Advising contractors to remove all construction waste, including carpet, carpet rolls and pallets and advising exhibitors to remove any leftover marketing collateral to avoid incurring disposal costs; discussing the disposal of hazardous or food waste with the venue.

Build - Up

The following should also be considered to assist with a smooth and safe build-up:

- Mark-out: The organiser must complete representative checks that the exhibition floor has been marked out correctly, prior to the construction of any stands.

- Hot Work Permit: Organisers should be aware of the venue's process for obtaining a hot work permit and ensure that contractors and exhibitors are aware that a permit is required before any hot works take place, whether inside or outside the halls.

- Pre-open checks: The organiser should carry out pre-open checks on the exhibition floor with venue representatives to identify and rectify any issues and ensure that all relevant sign-offs and other documentation are completed.

Breakdown

A breakdown meeting may be held on-site between the organiser and the ICC Belfast event team to discuss the breakdown schedule.

It is recommended that organisers distribute a notice to exhibitors during the open period of the event, detailing the breakdown schedule and safety considerations; this may also include advice on waste management and avoidance of dilapidations.

Following the closure of an event, breakdown will commence only when the venue has confirmed that the hall is clear of all visitors.

The breakdown should be managed and monitored to ensure that emergency gangways are maintained and that activities are carried out in a controlled, safe manner.

All contractors and exhibitors are required to wear Hi-vis jackets/vests when off-loading and loading vehicles within the halls and in areas immediately outside the halls.

CDM Regulations - The Construction (Design and Management) Regulations (Northern Ireland) 2016

From August 2016, The Construction (Design and Management) Regulations (Northern Ireland) are enforceable within the events industry. ICC Belfast is committed to ensuring Event Organisers are compliant with these regulations. As such, please refer to hse.gov.uk at the following link for more information.
https://www.hseni.gov.uk/articles/construction-design-and-management-regulations-northern-ireland-2016

You will also find a resource pack in Appendix 1 for the AEV Guide containing information specific to the Construction (Design & Management) Regulations for the Exhibition, Trade Fair and Conference Sector. In addition to this, please also find our exhibition site induction and declaration in Appendix 2.

CAR PARKING

There are two multi-story car parks located near ICC Belfast offering more than 800 parking spaces. Visit our car parking information.

CARPET

All exhibition areas within the ICC Belfast are carpeted (with the exception of the Concourse and Riverside Foyer). If an exhibitor wishes to install their own carpet on their stand, they must first lay down floor panels to protect the venue carpet.

All installed carpets should be secured in place using double sided tape (Stikatak B7 Exhibition Tape or equivalent). The event organiser is responsible for any dilapidation to the venue carpet above normal wear and tear.

CHILDREN

Children under 16 are not allowed on-site during build-up and breakdown.

A clear policy, including a lost child procedure, must be in place if children are to be allowed entry to the event. This must be communicated to all relevant parties.

Any event with a large number of children attending as visitors must have an enhanced security/stewarding presence, per the requirements identified in the event risk assessment.

If children are to perform at an event, the organiser must comply with the Children and Young Persons Act and the Children (Performances) Regulations. A risk assessment must be carried out for each child.

CLEANING

General cleaning of the venue will take place during the event build and prior to the event opening each day. Any unwanted paper or packaging by exhibitors should be placed in the aisles (not causing an obstruction) at the end of each day for collection and recycling.

It is the responsibility of each exhibitor to make sure their stand is kept clean and tidy. If an exhibitor requires ICC Belfast to clean their stand, this can be arranged for a fee.

ICC Belfast will not dispose of bulk exhibition waste and event organisers should make arrangements for the removal of wooden pallets, unwanted stand build materials, carpets etc. at the end of tenancy. If such materials are left behind, the cost of disposal will be re-charged. Event Organisers should notify their Event Manager if they need to dispose of any bulk or specialist waste (e.g. Clinical Waste, Sharps etc.)

CLOAKROOM

There are cloakrooms located on the Cityside Concourse and Riverside Foyer of the ICC Belfast. If you require a cloakroom for your event or a luggage management service on the first and last day of your event, this can be facilitated for a daily rate. Items left in the cloakroom after this time will be taken to our control room and logged as lost property. Overnight storage is not possible.

COACH DROP-OFF & PICK UP

The main drop-off and pick-up point for coaches is on Oxford Street which runs adjacent to ICC Belfast. Event Organisers must inform their Event Manager of the number and frequency of coaches they are expecting. This information is passed onto the Police Service of Northern Ireland and if necessary, they may advise a traffic management plan is implemented. It is the responsibility of the event organisers to oversee and manage this.

COMPLEX STRUCTURES AND SPACE ONLY EXHIBITION STANDS

If a stand is not constructed from shell scheme, the Event Organiser must submit the following to the ICC Belfast for approval.

1) Detailed Scale Drawings Showing:

- Plan and Section views of the stand with measurements
- Elevations of the stand
- The width and position of all gangways within the stand
- The type of floor and floor loading of the stand
- Specification of the materials used.

2) Full risk assessment (including Fire) and method statement

3) Details of the stand contractor and a copy of their liability insurance

If a stand matches any of the following criteria it will be classed as a complex structure. Complex structures need to be signed off by an independent structural engineer and a design certificate must be submitted from them once the structure has been built.

Criteria of a Complex Structure are:

- Any stand over 4 metres in height (this includes the overall height of the stand or an part of measured from the venue floor)
- Any structure regardless of its overall height which requires structural calculations
- Any multi-storey stands
- Any platform and or stage over 600mm high for exhibitors or public
- Any temporary raised or tiered seating
- Any stand requiring foundations
- Any sound or lighting tower

The event organiser is required to appoint an on-site health and safety representative who is responsible for monitoring all construction during build-up. Any structure deemed to be complex which has not had prior approval will be challenged and construction must cease until satisfactory sign-off and certification has been received.

ICC Belfast's Health and Safety representative reserves the right to monitor stand construction and to challenge contractors risk assessments and method statements.

Platforms, Stages and Temporary Structures

In this section, 'stage' means a raised performance area used for seminars, demonstrations, entertainment etc. Exhibition stand platforms are covered in the Stand Construction section.

Manufactured or system stages shall be constructed in accordance with the manufacturer's instructions; these must be available on request to confirm construction methods and permissible weight loadings.

Stages of 600mm and over in height and all stages for public use are deemed to be complex; the procedures for complex structures detailed under 'Stand Plans' must be followed. Stages should be provided with adequate access by means of ramps and/or stairways. It is good practice to have at least two means of access/egress. Stairs and ramps used for access/egress must comply with the guidance detailed in the Stand Construction section.

Ramps should have suitable rails and kickboards to restrain equipment on wheels. Protection against Falling. A barrier should be provided on all except the performance edge(s) of all stages, and all handrails must be a minimum of 1100mm high. The front edge of stages, physical obstructions and stair edges should be marked with contrasting tape (generally white).

Event Open Period

The supplier is responsible for the structural integrity of the temporary structure at all times. A qualified and competent technician must be available on-site during all open periods.
Emergency call-out contact details must be provided to ICC Belfast.
Combustible materials must not be stored underneath raised areas.

COMPRESSED GAS & LIQUIDS

The use of compressed gas and liquids is strictly regulated within ICC Belfast. Event organisers should submit details of any proposed use of compressed gas and liquids no later than 28 days before tenancy. This should include:

Compressed Gas

Compressed gas cylinders or vessels containing liquids or gas under pressure must be stored securely and, in a position, agreed by the venue and only those cylinders required for immediate use shall remain on a stand.

Emergency Precautions

Any person suffering injury or ill health as a result of exposure to hazardous material must attend the medical centre or hospital with the assessment and related data sheet, as this identifies specific medical responses.

The use of LPG (Liquid Petroleum Gas) and other flammable gasses is not permitted within ICC Belfast.
Please note there is no mains gas supply available.
See also: COSHH

- The type of compressed gas or liquid being brought on site (e.g. CO_2, O_2, Helium, Nitrogen etc.)
- The size of cylinder or vessel with their working pressures.
- The intended use of said compressed gas or liquid.
- A certificate in respect of recent pressure tests of each vessel. This should also be made available on-site for inspection if requested by ICC Belfast's Health and Safety representative.

CRECHES

In order to ensure that all relevant legislation and guidance are followed, organisers should appoint a professional crèche company to run any crèche at their event. ICC Belfast preferred suppliers are Nipperbout (https://www.nipperbout.com/) and Lullaby Nannies (https://www.lullaby-nannies.com/)

The design and location of the crèche must be discussed with the event organisers before a room is designated for this purpose, as there are a number of specific conditions that must be met. Details of the proposed location and layout of the crèche must be submitted to the venue no later than 28 days prior to tenancy. Crèche provision must be considered in the event risk assessment.

CROWD MANAGEMENT

Pre-event Planning

The organiser must inform the ICC Belfast of anticipated attendance figures for the event during tenancy negotiations, in order that suitable halls and dates can be agreed upon, taking into account the maximum permitted safe capacities and concurrent tenancies.

If the organiser subsequently foresees a change to these initial figures, they must inform the venue.
The organiser has a legal duty to ensure that adequate safety controls are in place, taking into account of the three main influences on crowd behaviours:

- Design (access to facilities and services)
- Information (signage, flyers etc.)
- Management (stewarding, information and help points)

The following should be considered during both normal and emergency circumstances:

- Ingress (access routes, visitor arrival flows, queuing space and entrances)
- Circulation (concourses, areas around facilities)
- Egress (exit routes and exit-gate widths) Where crowd safety management is not provided by the venue, the organiser must use the services of a competent crowd safety management team.

The venue must be content with crowd safety planning arrangements for the event and if additional resources are required this will be a cost to the organiser. Sufficient space must be allowed in order to avoid 'hot-spots' and 'pinch points'.

If visitor numbers are close to reaching the hall capacity, the following arrangements should be followed:

- Entry of visitors into the hall should be suspended if necessary and the venue will advise the organiser when re-entry can commence
- All stewarding and security staff should be put on standby to ensure they are in the correct positions
- Queues must be safely managed
- Any incidents in connection with overcrowding should be notified to the venue

COSHH

Event organisers are responsible for ensuring that all exhibits and features of their event comply with the "Control of Substances Hazardous to Health Regulations 2002". Where the generation of smoke, gasses, vapours, liquids, fumes and/or dusts are likely, ICC Belfast must be notified and these must not present any hazard to health.

Full COSHH assessments must be carried out by a competent person and submitted to your Event Manager. These should outline the hazards arising, how they may be harmful to health and the range of control measures which will be implemented. All Chemicals should be treated under COSHH regulations and relevant data sheets should be available for inspection, together with appropriate risk assessments.

DELIVERIES AND COLLECTIONS

Deliveries and collections can only be made during contracted tenancy. Any deliveries attempted outside of this time will be turned away. ICC Belfast will not accept deliveries on behalf of event organisers or exhibitors. Please ensure a representative is available on-site to receive and sign for any goods.

All deliveries should be addressed in the following way:

'Event name and date'
'The stand number, location (e.g. Hall 1) and the name of exhibiting company'
'The name of the exhibiting companies on-site contact and their mobile number' ICC Belfast
2 Lanyon Place
Belfast
BT1 3WH

Event organisers and exhibitors are responsible for ensuring all goods and materials are collected before the end of tenancy and must not leave them unaccompanied for collection at a later date. ICC Belfast will not take responsibility for ensuring items are collected following an event and reserve the right to dispose of any uncollected goods or materials which are left after tenancy.

DIGITAL SIGNAGE

At ICC Belfast there is a fully programmable digital signage system which can be used to display still or moving images. Speak with your event manager for more details.

DILAPIDATION

Event organisers should be aware that they may be held liable for any damage caused to the fabric of the ICC Belfast during tenancy, above and beyond normal wear and tear.

Prior to build-up commencing, a dilapidation inspection will occur to determine any existing damage. On completion of break-down another dilapidation inspection will occur and any additional damage as a result of the event activities will be noted. The event organiser will then be billed for the costs of making this right.

Please note that nothing may be fixed to the fabric of the building or floor without the permission of the ICC Belfast.

EVACUATION PROCEDURES

In the event of an emergency situation occurring the ICC Belfast's Fire Evacuation plan will be implemented immediately. Only trained personnel should be involved in the management and co-ordination of a building evacuation.

Please follow the instructions of our front of house hosts and/or venue staff who will direct you to your nearest exit and safe assembly point. Please also follow any instructions given by our automated PA announcement should it be activated.

Please see Appendix 3 for more details.

FIRE EXTINGUISHERS

ICC Belfast will supply an appropriate number of fire extinguishers throughout the building as determined by our fire risk assessment. Event organisers are responsible for supplying any additional requirements for firefighting equipment on stands as identified in their fire risk assessment (e.g. cooking demonstrations and vehicles)

FIRST AID

Event organisers, as part of their risk assessment, are responsible for identifying the appropriate level of first aid cover required for their event. If it is identified that First Aid cover is required, this must be arranged through ICC Belfast's appointed first aid provider. The cost for such will then be billed to the event organiser. For more details on this please speak to your Event Manager.

FLOOR LOADING

Full details of floor loading are available on request. Below is a guide for our main exhibition spaces.

- Hall 1A*, 1B*, 1C*, 1D 4.50 (Kn) point load, 10.00 (Kn/m2) universal distributed load.
- Hall 2A, 2B 4.50 (Kn) point load, 10.00 (Kn/m2) universal distributed load.

*Strengthened for rolling stability

FLOOR PLANS

A draft floor plan should be submitted to ICC Belfast no later than 3 months before tenancy. They should clearly show the floor area of each stand and the width of each aisle. These will need to be checked and approved by ICC Belfast before going on sale. When allocating space, please factor in any catering requirements.

Final floor plans should be submitted no later than 28 days before tenancy. Blank PDF and DWG format technical floor plans can be obtained from your Event Manager.

FORKLIFT

There is no permanent forklift on site at the ICC Belfast. If you require a forklift for load in/load out, please speak to your Event Manager 28 days before tenancy. Forklifts may only operate within the service yard and van lift. They are not to be driven within the halls.

Where a forklift is hired from ICC Belfast without a driver, the event organiser should provide evidence that their driver has the necessary competency certificate before they will be allowed to operate it.

FURNITURE

Furniture for conference rooms and banqueting is provided as part of the venue hire. Event organisers should confirm their room setup requirement no later than 28 days before tenancy.

ICC Belfast does not include furniture for exhibition areas as standard. Exhibition furniture can be hired from ICC Belfast. Please speak to your Event Manager who will be happy to provide you with a quote.

GANGWAYS & AISLES

Exhibition stands, materials or furniture should under no circumstances encroach into the gangways or aisles. Designated emergency exits should also be kept clear of obstructions at all times. Event organisers should take into consideration minimum legal gangway dimensions when designing their floorplan. ICC Belfast reserve the right to challenge any event organiser or exhibitor who are in breach of these rules and restrict activity if necessary.

HEALTH AND SAFETY

Event organisers, under the "Health and Safety at Work (Northern Ireland) Order 1978" and "The Management of Health and Safety at Work (Amendment) Regulations (Northern Ireland) 2006", must ensure, as far as is reasonably practicable, that all personnel under their control are aware of their responsibilities in ensuring the health, safety and welfare of themselves and others around them.

All appropriate permits must be obtained ahead of any works to ensure procedures and suitable control measures are in place.

Risk Assessments

In line with current legislation, it is essential that event organisers carry out a risk assessment covering all activities associated with their event. This must be documented and a signed copy should be submitted to the ICC Belfast no later than 28 days prior to tenancy.

The event organiser should also obtain a risk assessment from each exhibitor and any appointed exhibition contractors. These should be brought on site and made available for viewing if requested by the ICC Belfast Health and Safety representative.

A risk assessment template can be found in Appendix 4.

Work Equipment

Work equipment must comply with the Provision and Use of Work Equipment Regulations (PUWER). Lifting equipment must comply with the Lifting Operations and Lifting Equipment Regulations (LOLER). Risk assessments and method statements specific to the use of the relevant equipment shall be available.

Working Platforms

Any surface from which work is carried out, including roofs, floors, platforms and scaffolds shall be fitted with guardrails. Ladders may only be used as working platforms when it is not reasonably practicable to use alternative means and the risk assessment identifies the work activity as low risk.
There is also a requirement for all platforms to be signed off by a competent person(s).

Lifting Equipment

Lifting equipment includes forklift trucks, hoists and winches, chain blocks and chain hoists and all associated tackle, including shackles, wire rope, slings, rings and harnesses and all safety attachments.

All persons using such equipment shall be competent to do so and shall have undertaken an assessment to select the appropriate equipment to be used. All equipment shall be visibly marked as having been inspected and tested within the previous 6 months.

Working at Height

A person is working ‘at height’ if there is a possibility of their being injured from falling, even if they are working at or below ground level. The Work at Height Regulations refers to 'duty holders': employers, self-employed and employees. This includes all contractors and exhibitors (for example, when accessing areas above floor level to dress stands).

Refer to 'Stop the drop' for more advice: http://www.stop-the-drop.co.uk/

Method Statement

The event organiser is responsible for ensuring a method statement is submitted by all contractors/exhibitors for works being carried out at their event. This should include safe systems of work and highlight the control measures which will be put in place. This is in addition to the legal requirement for a Risk Assessment.

Health and Safety Declaration

A health and safety declaration should be completed by every exhibitor and returned to the ICC Belfast. This can be found in Appendix 5.

HEIGHT RESTRICTION

Please speak to your Event Manager or Production planner for details of any height restrictions in your exhibition areas. Please note that any stands over 4m high are classed as complex structures and require certification by a qualified structural engineer.

HOSPITALITY

Provision of Food and Beverages at ICC Belfast

Hospitality Belfast have the sole rights to provide all food and beverages within ICC Belfast, Waterfront Hall and Ulster Hall. Further information can be obtained by contacting your Hospitality Belfast Catering Manager.

Sampling

ICC Belfast understands that the sampling of food and beverages may be a requirement as part of an exhibition or demonstration. Event organisers must notify the venue in writing of their intent to offer sampling of this kind. Please contact your Catering Manager for further details.

Alcohol

The service of alcohol within ICC Belfast is governed by The Licensing (Northern Ireland) Order 1996. Event organisers/exhibitors must seek permission from Hospitality Belfast if they wish to sample or provide their own alcohol as hospitality. Please speak to your Hospitality Belfast Catering Manager for further details.

ICC Belfast is in a unique position in that it holds a license to sell intoxicating liquor for consumption off the premises. If you are interested in offering an "off Sales" facility as part of your event/exhibition, please speak to your Event Manager for more information.

Cooking on Stands

Event organisers should notify ICC Belfast in writing if an exhibitor intends to cook at their stand. If permission is granted your Event Manager will provide you with the rules and regulations which should be adhered to.

Stand Catering

Hospitality Belfast provide a full range of on-stand catering options for exhibitors. Please contact your Hospitality Belfast Catering Manager for details.

LOST PROPERTY

All lost property should be handed to the nearest member of staff. At the end of each day any unclaimed property is taken to our control room for safe keeping. For lost property enquiries telephone: 028 90 334400.

MARKOUT

Event organisers are responsible for the marking out of the perimeter of all stands and feature areas onto the floor of the exhibition area. Before construction is permitted to commence, ICC Belfast will need to verify that this corresponds to the floor plan which was submitted for approval.

MUSIC

Any event organisers or exhibitors wishing to play live or recorded music will need a PRS and/or a PPL License. For more information, please refer to the PRS website (www.prsformusic.com) and/or the PPL Website (www.ppluk.com) ICC Belfast may monitor noise levels and if it is deemed too loud, we reserve the right to ask for the activity to cease.

NAKED FLAMES

Naked flames are not permitted within ICC Belfast.

NOISE

Organisers shall inform the venue of any expected hazardous noise levels associated with the event overall and/or its exhibitors or feature areas at least 28 days prior to tenancy. Hazardous noise levels can be described as those that exceed 80dB(A). Common noise hazards arise from music whether un-amplified or amplified.

Organisers, exhibitors and employers related to the event, must ensure they fully meet their duties under the Noise at Work Regulations, to reduce the risk of hearing damage to employees to the lowest level reasonably practicable, as well as all other duties and those particularly relating to action levels

Monitoring of sound levels is primarily the responsibility of the event organiser or exhibitor; however sound levels may also be monitored by the venue. Where these exceed acceptable levels, the nominated responsible person must comply by lowering the levels.
For further information, refer to HSE's Sound Advice website www.soundadvice.info

PASSES

It is strongly recommended that event organisers implement a pass system for their event. This enables our venue hosts and security to identify who is associated with and permitted to attend that event.

If a pass system is implemented, they must be worn at all times and anyone attempting to access the venue without one will be challenged and directed to registration or the organiser's office.

Please note: copies of any passes to be used should be submitted to your Event Manager prior to tenancy.

POWER

Event organisers should ensure they appoint a qualified electrical contractor to distribute power to their exhibitor's stands. The electrical contractor is responsible for liaising with the ICC Belfast directly regarding the type of mains connection they require and where these need to be positioned within the halls. They are also responsible for providing a test certificate to the venue, certifying that their electrical installation is safe.
ICC Belfast should be notified of any stands requiring 24h power for refrigeration or any other specialist equipment.

Please note: A connection fee applies when connecting to the ICC Belfast mains power supply. Please speak to your Event Manager for charges.

The Electricity at Work Regulations, notably regulations 4 and 16, describe the requirement that "All (electrical) systems shall at all times be of such construction as to prevent, so far as is reasonably practicable, danger"

It is stressed that venues, organisers and electrical contractors must all make their own decision as to what constitutes compliance with the law by means of a suitable and sufficient risk assessment (taking into consideration the unique profile of each project and, where appropriate, advice from their health and safety adviser, legal representative and insurer).

Stand Installations

It is the responsibility of the persons undertaking the electrical installation to ensure that the specifications for installation laid out in this document have been complied with and that they have either (if suitably qualified) undertaken appropriate inspection and testing themselves to verify compliance or have arranged for the event's official electrical contractor to do so.

Orders for all temporary supplies for use during build-up or breakdown shall be placed with the official event electrical contractor, together with full details of the specific intended use of the supply.

Modification or Addition to Stand Installations

If, after initial inspection and energising of mains supplies, modifications or additions are made to the stand installations, these must be recorded, tested and inspected by the Electrician undertaking the inspection and notified to the venue.

Appliances

It is the owner or user's responsibility to ensure that portable appliances are safe to be plugged into the electrical system. The event organising company must ensure that the product owner is aware that it is their responsibility to make certain their appliance is safe.

Floor Sockets

Where a floor-mounted socket outlet is essential, it shall be adequately protected from the accidental ingress of water and shall be of surface mounted pattern.

Plugs

Not more than one flexible cord shall be connected to one plug.
The rating of fuses in fused plugs shall be appropriate for both the equipment and flexible cord connected thereto. Non-flexible cords shall not be connected to plugs.

Adaptors

Multi-way plug-in type and bayonet adaptors shall not be used.
The use of trailing/block type 4-way fused sockets shall be restricted to the following: One 4-way unit per fixed socket outlet, subject to a maximum loading of 500 watts total and its plug shall be fused accordingly.
A maximum flexible cord length of 2 metres from plug to trailing block unit.

Supply and Installation

All main supply cables from the venue's electrical distribution system to the point of supply, which may be an exhibit, stand or group of stands, shall be supplied and installed by the venue.

PUBLIC ADDRESS SYSTEM

There is a public-address system within the ICC Belfast. This can be used to communicate general event information only. This cannot be used for publicity purposes. If you need to use the public-address System during your event, please contact the on-site Event Manager.

RIGGING

ICC Belfast offers an in house rigging Service. For more information please contact your Production Manager or Event Manager.

SECURITY

ICC Belfast provides 24-hour building security cover via its security control room.

You are allocated several Front of House Hosts for your event to provide a customer service function and to assist in the event of an evacuation. They are not SIA trained security personnel.

If an event requires additional security personnel, these can be ordered through your Event Manager who will be happy to provide you with a quote. Dependent on the nature of an event, ICC Belfast reserve the right to insist on additional Security Personnel at the expense of the event organiser.

ICC Belfast cannot be held responsible for any items which are left unattended. Exhibitors are responsible for the security of their own stand and its materials. All stand items should be secured overnight and when a stand is left unmanned. In the unlikely event of a theft, the incident should be reported to the ICC Belfast immediately. Stand security can be hired from ICC Belfast. Please speak to your Event Manager who will be happy to provide you with a quote.

SHELL SCHEME STANDS

Shell scheme stands should be constructed and certified by a competent shell scheme contractor. Risk Assessments and Method Statements should be provided to ICC Belfast before build-up commences.

SMOKING

In accordance with current legislation, it is an offence to smoke and/or vape within the ICC Belfast.

STORAGE AREAS

Storage of items or materials beside and behind stands is not permitted. Where feasible, storage areas should be built into the exhibition stand. ICC Belfast does not provide storage areas for exhibitors.
Items may not be left at the ICC Belfast past tenancy.

SPECIAL EFFECTS

Approval Procedure for all Special Effects

The following must be submitted to ICC Belfast no later than 28 days prior to the first day of the licence period for any proposed use of special effects:

- A schedule of when equipment is to be used
- The length of time the effects are likely to remain at the event
- A risk assessment and method statement
- Certificates of competency of operators
- Certificates of serviceability of equipment
- A COSHH assessment and safety data sheets for any chemicals used to produce effects

Details of special effects must be included in the event fire risk assessment. A demonstration of the effects must be arranged as required by the venue or the licensing authority. Also, warning signs must be provided according to the type of effects to be used and must be placed in a position visible to visitors.

Pyrotechnics

Only pyrotechnics supplied specifically for stage use shall be used as part of a stage presentation. The mixing of loose powders on-site is not permitted.

All explosives and highly flammable substances must be stored and used under safe conditions to the satisfaction of the venue and must be in the charge of a competent person specifically appointed for this purpose. Storage areas and containers shall be indicated by the explosive or inflammable symbol as appropriate on the door or lid.

Only the minimum amount of any explosive or highly flammable substance shall be withdrawn from the store as is necessary for the particular performance.

Pyrotechnics must only be fired from an approved key-protected device at the firing point.

The device must not be operated if there is any risk to anyone. The operator must have a direct view of the pyrotechnic device from the firing point. In the event of a misfire, the circuit shall be switched off until after the performance.

The pyrotechnics effects and safety control measures must be arranged and demonstrated to the satisfaction of the venue.

Smoke Machines

Only approved chemicals are to be used in smoke machines. Operation of the smoke generator shall be restricted to the minimum amount of time required to achieve the approved density level of smoke.

The time factor will be determined by the venue. Account will be taken of the visibility and CO_2 levels, which must not adversely affect public safety.

Suitable arrangements must be made to ensure that the smoke generated does not interfere with the venue's smoke detection systems.

TROLLEYS

Event organisers should inform exhibitors to bring their own trolleys to transport goods from their vehicles to their stand. ICC Belfast will not provide these on-site.

VEHICLE DISPLAYS

Battery-Powered Motor Vehicle Exhibits 5 Electric vehicles should have sufficient charge for the duration of the event, including removal during breakdown.

Event organisers should notify ICC Belfast of their intent to display motor vehicles at their event. ICC Belfast have strict rules and regulations concerning the display of motor vehicles and how they should be moved within the venue. An outline of these are below.

When bringing vehicles inside or outside the venue you will need to ensure to bring suitable fire extinguishing equipment specifically for your vehicles. ICC Belfast have extinguishers that can be deployed, yet it is necessary for you bring suitable fire extinguishing equipment as part of the risk assessment.

Movement and Positioning of Vehicles

- Vehicles must be positioned in an area that does not block means of escape and exit.
- Vehicles must be pushed (not driven) into position over spreader plates of plywood or similar material with a minimum thickness of 25mm.
- Once moved into their final position, vehicles should rest on spreader plates of plywood or similar material with a minimum thickness of 25mm.
- Vehicles must be positioned within the boundaries of the stand so that any protrusions, doors, tail lifts etc. do not exceed the stand perimeter and encroach on gangways.
- A drip tray may be required under each vehicle.

Petrol-Fueled Vehicles

- For motor vehicles manufactured prior to 1984, the fuel tanks must contain no fuel due to the absence of safety features which prevent leaks.
- For motor vehicles manufactured from 1984 onwards, the fuel tanks may contain sufficient fuel to drive the vehicle to and from the venue.
- Fuel tanks on all other petrol engine equipment must be empty.
- The fuel tank must be sealed, wherever possible with a lockable cap.
- The running of engines during the open period of an exhibition is strictly prohibited.
- Filling or emptying of fuel tanks inside the venue is strictly prohibited at all times

WATER & WASTE

Limited water and waste connections are available within Hall 1 and Hall 2. Any requirement for water and waste should be discussed with ICC Belfast before floor plans go on sale as the can only be supplied to certain locations within the halls. For more details please discuss this with your Event Manager.

WI-FI

ICC Belfast offers free Wi-Fi internet for all delegates and exhibitors, suitable for basic web browsing. For additional IT requirements such as wired internet, dedicated exhibitor Wi-Fi or telephony, please speak to your Event Manager.

APPENDIX 1 - CDM RESOURCE PACK

Please download from the following link:
https://www.aev.org.uk/__media/Downloads/CDM/resource_pack_3-0_19-02-16_updated.pdf

APPENDIX 2 - EXHIBITION SITE INDUCTION & DECLARATION

This notice is issued to comply with the Construction (Design and Management) Regulations 2016 (NI) (CDM 2016). It is therefore an important document and should be distributed to all workers who will be working on-site during the build and breakdown phases of your exhibition build.

To remove doubt all areas where exhibition stands are constructed within The ICC Belfast are regarded as construction sites as detailed under CDM (NI) 2016 regulations
https://www.hseni.gov.uk/publications/simple-guide-cdm-regulations-ni-2016

Location: ICC Belfast, 2 Lanyon Place, Belfast, BT1 3WH

Parking is limited in the loading bay area (Service Yard). Once unloaded, cars must be removed to nearby car parks. Vans will be allowed to stay for as long as possible. Contractors may need to remove vans off site as requested by Waterfront Control Staff.

The Service Yard / load-in area is a covered area and sits directly under Hall 1A. The maximum vehicle height for access is 4m.

APPENDIX 2 - EXHIBITION SITE INDUCTION & DECLARATION

The Boulevard at the front of the ICC Belfast is patrolled by parking wardens and fixed penalty notices are issued. Vehicles should not be left unattended around the venue, on the street. The venue will take no responsibility for any parking violations incurred by contractors
ICC Belfast Level 1 / Hall 1 (A-D) & Hall 2 (A-B)

The main 2 exhibition spaces within the venue are Halls 1&2 which are situated on level 1 of the ICC Belfast. As indicated on the above plan the Halls are divisible into separate spaces (Hall 1A–1D / Hall 2A-2B). Halls 1&2 are accessible from ground level via 2 goods lifts.

Please find the lift dimensions /load rating and load-in door dimensions on page 3 of this document. The floor in Halls 1&2 is a raised, pedestal floor. Many of the exhibition services are located under there. The floor is carpeted with carpet tiles.

Please find floor load ratings on page 3 of this document. There is a restriction of max. 4m in height for all stands.

APPENDIX 2 - EXHIBITION SITE INDUCTION & DECLARATION

Venue Specific Safety Rules, and Evacuation Procedures.
Included in the Event Organisers Guide is The ICC Belfast Emergency Evacuation Procedures. It is only 1 page, please read this.

It is a venue policy, and is mandatory that high visibility jackets are worn during construction phases, at both build and breakdown Suitable footwear must be worn at all times by all persons entering the hall. This means suitable in the context of the work being undertaken. E.g. contractors should wear safety shoes whilst exhibitors should wear suitable flat footwear.

All other appropriate task specific Personal Protection Equipment (PPE) must be worn / used where that specific PPE is a recognised requirement to safely carryout the task at hand.

Working at height, is a major cause of accidents. The use of domestic, type 3 ladders is forbidden. The use of chairs for standing on is forbidden.

Please be aware all persons regardless of position have a legal and moral responsibility for health and safety, not only of themselves, but all other persons.

A copy of the Principal Contractor's (Exhibition Manager) Health and Safety file, including all RAM's information should be made available to the Event Manager or any other of the venues Health & Safety representatives on request.

If as the Principal Designer or Principal Contractor, you should require any further information regarding the ICC Belfast and its facilities please contact your designated Event Manager.

APPENDIX 2 - EXHIBITION SITE INDUCTION & DECLARATION

Induction Notice Declaration

Both the Principal Designer and Principal Contractor are required to declare for the ICC Belfast Health & Safety Records that they have fully read and understand the site induction document.

Please complete your details below and sign where indicated to declare that you have received, read and fully understand the information contained within the ICC Belfast Exhibition Site Induction Notice.
Once signed, these documents should be returned by email to your designated Logistics Planner no later than 15 working days prior to tenancy of the site.

Event/Exhibition Name: .....
Date of Event: --/--/--

Principal Designer Declaration:

Principal Designer Company Name: .....
Principal Designer Name: .....
Principal Designer Signed: .....
Date: --/--/--

Principal Contractor Declaration:

Principal Contractor Company Name: .....
Principal Contractor Name: .....
Principal Contractor Signed: .....

Date: --/--/--

APPENDIX 3 - CLIENT EVACUATION PROCEDURE

To ensure that your event runs smoothly, you have been appointed a number of ICC Belfast personnel who will look after your requirements for the duration of your event. They are also responsible for the Safety of you and your delegates in the event of an emergency condition arising.

In the event of an emergency occurring the Halls Fire Evacuation plan will be implemented immediately. Only trained Waterfront personnel should be involved in the management & coordination of a building evacuation.

If your event is in session the following procedures will take place:

- The Duty Stage Manager will stop the event by cutting the sound and bringing the House Lights to full.

- The Duty Stage Manager will appear on stage and make the following announcement "LADIES AND GENTLEMEN, I AM SORRY TO HAVE TO STOP THIS EVENT. A SITUATION HAS ARISEN WHERE IT IS NECESSARY FOR YOU TO LEAVE THE BUILDING IMMEDIATELY. PLEASE FOLLOW THE INSTRUCTIONS OF THE FRONT OF HOUSE STAFF THANK YOU."

- On hearing the word Thank you for the Front of House staff will direct delegates using hand signals and verbal directions to the nearest emergency exit. The voice announcement will also be triggered which will ask your delegates to leave by the nearest available exit.

All delegates and staff will assemble at the designated assembly points, to which they will be directed to.

- ICC Belfast personnel will check the building is clear.
- Re-entry to the Hall is only allowed if authorised by the Chief Fire Officer or Hall's Duty Manager.
- Please note that once an evacuation has begun it must be completed. During scheduled breaks within your event, the following will occur:
- The Voice announcement will sound detailing the following: - "Attention please, Attention, please. Please leave the building immediately by the nearest exit, do not use the lift"
- Front of House staff will direct delegates using hand & voice direction to the nearest exit and to the safe assembly point.
- CC Belfast personnel will check the building is clear.
- Re-entry to the Hall is only allowed if authorised by the Chief Fire Officer or Hall's Duty Manager.

Please note that if red strobes and fans are activated in the public areas, this does not necessarily indicate an evacuation. Only on the direction of the voice announcement and Waterfront staff should delegates evacuate the building. Please note that once an evacuation has begun it must be completed

EMERGENCY EVACUATION AIDE MEMOIRE

Code Green	Status Quo No Concerns System Clear
Code Yellow	A 3-minute investigation period activated State of alert EM/DM decision
Code Red	Control reports 'Code Red' on investigation If the 3-minute period of investigation is inconclusive A break-glass is activated 2 smoke detectors are activated in the same vicinity 1 heat detector is activated EM/DM decision

APPENDIX 4 - RISK ASSESSMENT FORM

Please note that below link is a template of the risk assessment form for your reference.

www.hseni.gov.uk/publications/risk-assessment-template

APPENDIX 5- HEALTH AND SAFETY DECLARATION

Event Name: .....
Dates of event: --/--/--

Exhibiting Company: .....
Stand No:.....

I have read the Health and Safety section of this Exhibitor Manual and I am aware of my obligation to ensure the Health and Safety of my staff, other exhibitors, organisers, visitors and other persons as may be present from time to time.

I have ensured that we are adequately insured, and will have completed a Risk Assessment by the time I arrive on site. I will bring this together with my Company Health and Safety Policy Document.

I have also satisfied myself that any company or individual that I employ to build or assist in the building of my stand will have adequate insurance and have completed their own risk assessment and will bring it together with their Health and Safety Document on site.

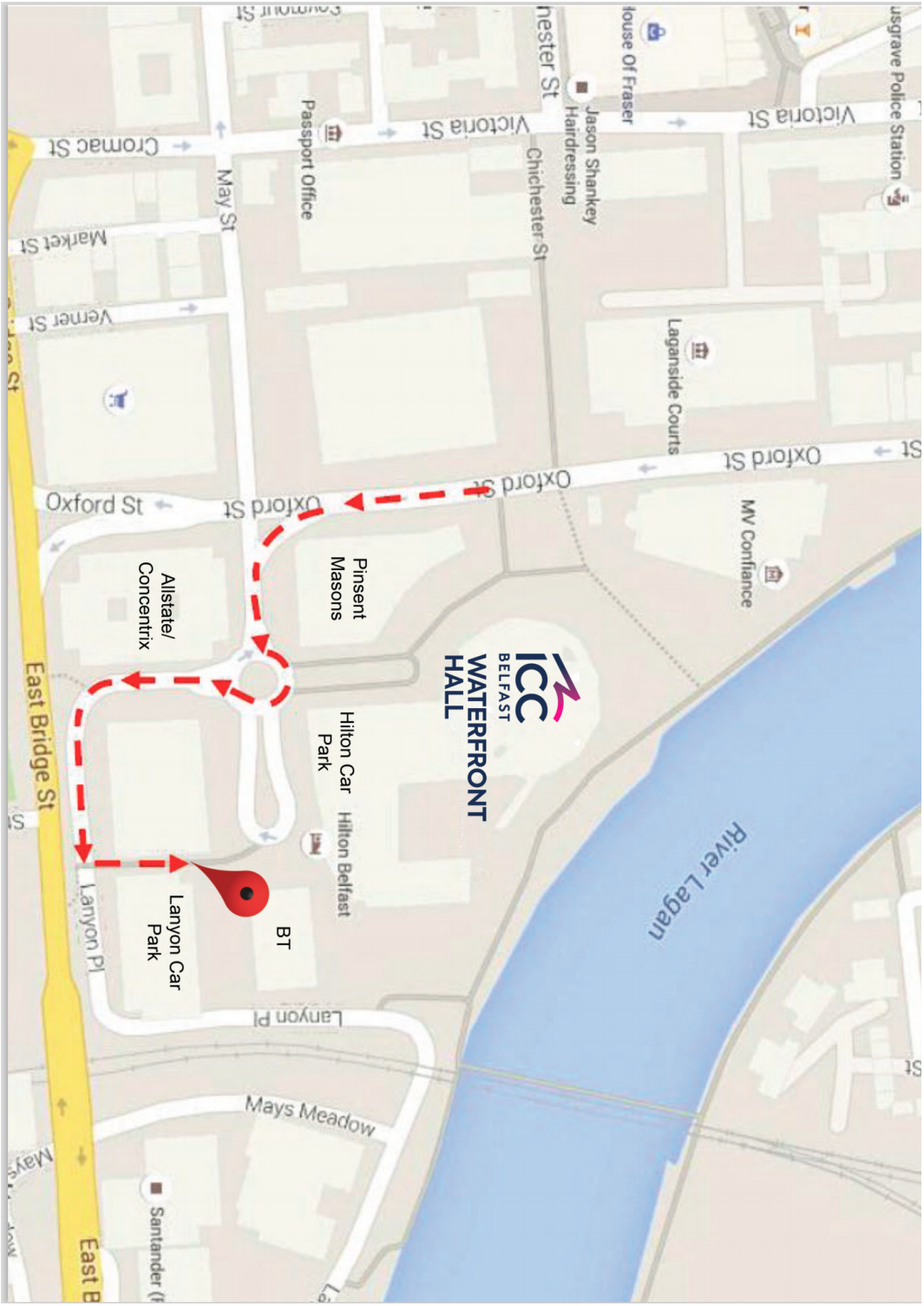
I will make these documents available to the organiser or agents upon request.

.....

Signed on behalf of the exhibiting company

.....
Print name: .....

Date: --/--/--

Please complete this form and return to: eventservices@waterfront.co.uk

APPENDIX 6- SERVICE YARD ACCESS MAP