



SAE Small Engine Technology Conference

Midwest Airlines Center • September 9 - 11, 2008

Safety is very important for everyone working in the exhibit hall - especially you!

GES Exposition Services is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a GES Exposition Services supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at show site. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors.

Exhibitor loss prevention guidelines at show site

- Exhibitors should treat the show areas during move-in and move-out as they would a construction site, when work is on-going. Wearing of appropriate attire includes footwear with hard soles that protects against potential injuries from site debris, and limits potential for slip and falls. Heels, flip flops and open-toed shoes are inappropriate and violate safety standards.
- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is **PROHIBITED**. The furniture is not designed to support your standing weight. Please use a ladder or ask GES personnel for assistance.
- GES forklifts and carts are to be used by authorized GES personnel only. Please do not operate this equipment. Bicycles, skateboards, skates, etc. are prohibited on the show floor unless approved by the facility in advance. If you are authorized to use your own cart, please be sure to register it with the facility. They should also provide you with a "safe operating" procedure. If they do not, a GES representative at the Exhibitor Service Desk can provide it to you.
- Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate or load. Keep the aisles free and open at all times. Please utilize your booth space to store and work in while preparing your booth.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify a GES supervisor if you need assistance repairing or removing a damaged cord. Do not overload outlets or plugs.
- Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely.
- Keep aisles free and clear of any and all debris.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Notify a GES representative of any safety issues or concerns.