



September 24-26, 2010  
Cobb Galleria Centre

# Safety First!

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## Safety is very important to everyone working in the exhibit hall – especially you!

We are committed to safety. The following guidelines will enhance the overall safety of the show and help to prevent injuries to you, your employees and other exhibitors. Enjoy the show and do it safely. Thank you for your cooperation!

### Safety Guidelines

- **All cutting of materials must be done so in the designated area (Ramp 1) outside by the trash compactor.** Please remove and properly discard all leftover debris after cutting. **There is absolutely NO cutting allowed in the exhibit hall** or any other areas of the building. Please use a wet saw when possible, even in the designated cutting area.
- **Use good housekeeping. Dispose of waste properly** and keep materials stacked securely. **Storing of leftover pallets, stone, rocks, pavers etc is prohibited along the loading dock wall.** All trash must be properly discarded in the open top dumpsters located at the loading dock. Heavy items such as rock, stone or dirt may not be put in dumpsters – please remove these items with you. Large items such as crates or boxes must be broken down prior to being put in dumpsters.
- Standing on rented chairs, tables and other furniture is **PROHIBITED**. The furniture is not designed to support your standing weight. Please use a ladder or ask for assistance.
- Forklifts are to be used by authorized Shepard personnel only. Please do not operate this equipment. Ask for help. Be aware of forklifts moving throughout the aisles and docks. Please stay clear of them.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and be careful by the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please take care not to run over electrical wires and cords with your vehicle. Please check all cords for damage. Notify SEMCO staff or the facility service desk 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.
- Report all standing water immediately to SEMCO or the facility. You will be charged for any damage done to aisle carpet due to water coming from your booth. You may not bring a hose and connect to a water hook-up without ordering service from the facility.
- Keep aisles free and clear of any and all debris.
- Please keep all expensive or valuable items secured or use the complimentary security trailer. Unattended items in booths are easy theft targets. Exhibit halls are under camera surveillance, but the ultimate responsibility for a display falls on the exhibitor.
- Notify SEMCO staff of any safety issues or concerns.