

**TÜYAP MANAGEMENT SYSTEM SUPPORT DOCUMENTS
OCCUPATIONAL HEALTH AND SAFETY GUIDE FOR EXHIBITORS,
ORGANIZERS AND SUBCONTRACTORS**

INTRODUCTION

We adopt a principle of “OCCUPATIONAL HEALTH AND SAFETY COMES FIRST” in our organization.

Our main objective is, abiding by provisions of laws, to control risks imposed on exposition staff, avoid occupational accidents and diseases, and take every proper step.

We must also watch for health and safety of our customers, contractors, lessees, subcontractors together with their personnel present for exposition.

Written according to the provisions of TÜYAP OCCUPATIONAL HEALTH AND SAFETY directive, this guide aims to define basic rules related to occupational health and safety and ensure that each and every personnel behaves accordingly.

Therefore;

In order to protect their staff and subcontractors from occupational accidents and diseases, **officials and stand application managers of the exhibitors** are obliged to meet provisions of laws and this guide; advise their employees against risks; take the proper steps; educate and supervise their staff; possess all relevant tools and materials, and make them available for their employees.

Lessees’, exhibitors’ and subcontractors’ staff operating in TÜYAP Fairs Group of Companies premises are obliged to follow relevant laws and the provisions stated below.

Complete set of Appropriate Personal Protective Equipment and Hardware should be worn on duty.

I wish our exhibitors and their stand application managers accident-free, disease-free, comfortable and productive work.

December, 2015

CHAIRMAN

BÜLENT ÜNAL



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1. GOAL, SCOPE, APPLICATION AND DEFINITIONS

1.1. GOAL

It is the responsibility of organizers, exhibitors, lessees, subcontractors and employees working in TÜYAP Fairs Group of Companies Venues to act in full compliance with the 6331 number of Occupational Health and Safety Law published in the Official Journal dated June 30, 2012. This guide includes all kind of rules and principles, to protect the occupational health and safety of all employees working in the exhibition center.

1.2. SCOPE

Rules included in this guide, along with the TÜYAP OCCUPATIONAL HEALTH AND SAFETY directive, cover organizers, lessees, exhibitors, subcontractors and their staff in the TÜYAP Fair Convention and Congress Center.

1.3. APPLICATION

It is TÜYAP Operation, Technical Office and Occupational Health Safety divisions' responsibility to ensure application of the principles in this guide. These divisions have the authority to suspend organizers', lessees', subcontractors' and their staff's works on violation of the principles. Organizers, lessees, exhibitors and subcontractors are responsible for covering all damages and losses arising from the suspension.

Employer: means real or legal persons or entities that employ staff. Employers' representatives who act on behalf of the employers and are active in the management of the business and the workplace are deemed employers.

Employee: means, not with standing their legal status in special laws, natural persons employed in public and private workplaces.

Workplace: means a place where employees are organized along with tangible and non-tangible resources by the employers to produce goods or services.

Business relationship: means the relationship between an employer and employee and/or Exhibitor and Lessee.

Risk assessment: means all works to identify internal (workplace) or external hazards, analyze and rate factors that turn these hazards into risks as well as risks caused by these hazards, and determine control measures to be taken.

Authorized person: means persons who received occupational education from educational institutions authorized and regulated by the applicable laws and regulations, and are found learned, skilled and competent for the relevant work.

Organizer/Lessee: means company/legal person organizing the show in the exhibition center. Organizer shall notify the exhibition management of their representative in charge.

2. OCCUPATIONAL HEALTH AND SAFETY RULES TO BE FOLLOWED IN TÜYAP EXHIBITION CENTERS

2.1. GENERAL RULES

Lessee, exhibitor and subcontractor staff operating in TÜYAP Fairs Group of Companies premises are obliged to follow relevant laws and the provisions stated below.

In the exhibition center:

- a) Prioritize your health and safety;
- b) Operate in compliance with the written / verbal instructions and trainings;
- c) Understand and apply OHS principles and warnings hereby given;
- d) Avoid interfering in operations for which you are not informed, trained or unauthorized;
- e) Do your work right and avoid damaging equipment;
- f) Avoid interrupting the work of equipment;
- g) Do not remove equipment protection unless required;
- h) Do not operate malfunctioning equipment and inform the authorities;
- i) Always wear protective equipment while working such as hard hats, masks, safety belts and gloves;
- j) Store protective equipment up after completion of the works;
- k) Avoid demonstrating behaviours that may do harm to the exhibition center, other exhibitors and their staff;
- l) No horseplay is allowed;
- m) Immediately report important hazards, fires or occupational accidents to Security, Occupational Health and Safety and the Technical Office
- n) No smoking is permitted within the venue. Persons identified to be smoking shall be escorted off the premises by Security Officers
- o) Do not enter places where you are unauthorized;
- p) Avoid using alcohol, drugs, etc. that may jeopardize your operation;
- q) Leave space before fire extinguishers and emergency exits, and do not block such areas and stairways;
- r) Do not relocate equipment like fire extinguishers and first aid kits;
- s) Keep one hand on the rail guard moving up and down the stairs;
- t) Abide by all of the rules in the exhibition center;
- u) Keep your stand and surrounding area always clean;

v) Immediately clean any accidental spillage of oils and slippery substances to prevent falls and general contamination.

w) Utility covers can be serviced by TÜYAP's authorized personnel only;

x) Mind utility risers and covers beneath carpeting when walking.

2.2. ELECTRIC WORKS

a) Do not enter High-Voltage areas.

b) Do not bidden to enter generator areas.

c) Do not draw current from any outlets except the ones indicated to you, and do not attempt to interfere with the power outlets.

d) Comply with all warning signs.

e) To be able to draw current from the main circuit line, apply to the Technical Office and have your request approved.

f) Do not attempt to get electricity from power boards on your own. Power will be provided to your stand after an installation check.

STANDS

a) Approval and installation requirements for providing power to stands:

• Electrical connections inside the stand will be provided by the lessees' subcontractors. Electric works in the stand must be in compliance with all laws and regulations in effect. Electrical technicians of the participant/contractor who will make electrical connections in the stand must meet the qualifications below. (Refer to "Associated Regulations" in Annex 2.18)

- 1200 kW and above: Electrical Engineer
- 500 kW - 1250 kW and above: Technical High School or Associate Degree in Electric Works
- Below 500 kW: Electrical Trade School

• Qualified electrical technicians who meet the requirements above are authorized to sign the electrical inspection compliance form for the supply of power to the stand. Requirements for qualified technicians are available at <http://10.10.1.40/ISG/admin/Login.php> on the H&S Portal.

• Exhibitors must inform the Technical Office of the number of electrical outlets needed for their stand equipment, and the corresponding line loads, at least 2 weeks prior to the opening of the fair unless otherwise notified. (TÜYAP Exhibitor Portal <http://forms.tuyap.com.tr/MYTUYAP/S/KatilimciFormlari/login.php>)

TÜYAP and/or organizers shall not be liable for delays or non-performance of last-minute requests due to the prevailing circumstances.

• Electrical lines inside stands may not be split into loads of less than 10kW. Restrictions and requirements are available on the TÜYAP Exhibitor Portal at <http://forms.tuyap.com.tr/MYTUYAP/S/KatilimciFormlari/login.php>

• TÜYAP and/or the organizer have the right to cut off electrical supply or refuse to supply electricity, in both cases by providing notice, to stands that do not meet wiring or material requirements. In an emergency, a notice may not be given.

b) Electrical circuit protection:

Circuits must be protected from overload, short circuit or grounding faults with correctly rated fuses or circuit breakers. If electrical motors and machines are to be used in the stand that will cause additional hazards while in operation, these must be fitted with circuit breaker/surge protector relays and electrical circuit breakers in compliance with the Safety of machinery - Electrical equipment of machines standards (TR EN 60204-1). Thermo-magnetic circuit breakers must be installed in the feed/driver/router panels for machines or motors to be displayed within the stand. The exhibitor shall be liable for all property damage or bodily injury resulting from the electrical systems of motors, machinery or devices without adequate protection. The TÜYAP Technical Team may not be held responsible for any loss or damage.

c) Electrical boards in stands:

• Must have electrical power supply approvals and installation standards that are compliant with legislation, and be protected by residual current relays.

• All electrical circuits must be properly earthed and insulated.

• Electrical boards must be equipped with warning and caution signs.

• Metal doors of electrical board cabinets must be earthed.

• Circuit breaker panels must be 1.5 meters above ground level.

• Please note that we will not provide power to your stand if the KW rating is understated, a power bus is not available, connections are not grounded, or wiring is not made safely.

• Monophase circuits must be protected with inbound two-pole RCD switches rated at 16A if providing power to 10A or 16A outlets.

• Lighting circuits must be supplied in monophase and

must be protected with 10A circuit breakers and two-pole 0.03A residual-current devices.

- The distribution circuits of triphase users must be protected with four-pole 0.03A RCDs of appropriate capacity.
- If the distribution circuits of triphase users are equipped with auxiliary RCDs, they must be protected with four-pole 0.03A RCDs of appropriate selectivity at the main circuit breaker outlet.
- Electrical panels must be wired using NYAF cables.
- To ensure safety, all electrical panel connections must be made using terminal blocks and connectors with no exposed wire.
- The terminal blocks and connectors of cables connected to circuit breakers must be screwed tight. Connectors should not be loose.
- The load-bearing capacity of circuit breakers to be used in the panel must be carefully considered and observed.
- Neutral and earth bars inside the panel must continue through the length of the panel. The neutral bar must be installed with insulators while the earth bar must be installed onto the chassis.
- The panel must have labeling which shows the feed points of each load circuit inside the panel.
- Requirements for electrical panels and associated technical documents are available at <http://10.10.1.40/ISG/admin/Login.php> on the H&S Portal.

d) Insulation, Wire Protection and Installation Procedures:

- Cables and cable harnesses should be free of all defects and damage.
- Floors should be constructed in a way to protect underfloor cables from being pinched or crushed, and nothing should be located on top of power lines or maintenance hole covers.
- When installing cables, loops should be avoided to prevent inductive interference among wires, adequate space must be left between cables to prevent overheating and capacitive build-up, and cables must be laid out straight when possible, avoiding tautness.
- The connectors used to splice cables must be screwed tight.
- The cable cross-section of portable heating elements must be appropriate to their load-bearing capacity.
- There must be no exposure of live cables or live surfaces.
- All cables must have a minimum of IP4X protection and have mechanical guards in the form of compliant cable tunnels or sheaths until a height of 2.5 meters

from the finished floor of the stand. Cables laid on the floor and/or connected to floor outlets must be protected from vehicle and pedestrian traffic with suitable cable tunnels or be laid underneath elevated flooring.

- Cables used for stand lighting and outlet wiring must have elastomeric or thermoplastic sheathing and a minimum copper cross-section of 1.5 mm for lighting and 2.5 mm for outlets, while power cords must be compliant with TS EN 61034 standards for smoke or toxic and corrosive gas emissions and flame retardancy. Flat cables are not permitted. NYA-F cables with cross-sections appropriate to the load must be used inside electrical panels.
- Observe the minimum bending radius of cables to prevent hot spots from occurring at bends.
- Cables must be protected from potential damage or exposure. Exposed cables must be tightly fixed with clips.
- Extension cords should not be trailed across the floor where they can be damaged by moving vehicles.
- Extension cords must be no longer than 2m. Only one extension cord per socket will be permitted.
- Damaged cables may not be used in electrical installations within the stand.
- Fixed and extension cords and other equipment used around the structure must be protected from external factors. Damaged or worn extension cords may not be used. Extension cords should have a durable coating material and reinforced with a flexible metal sheath.
- Extension cords must be plugged into earthed outlets.
- Portable leads should not be left plugged in or laid on the floor when not in use.
- Multiple extensions should not be connected unless required, and extensions should not be used outdoors or on wet surfaces.

e) Protection Against Electric Shock:

- All outlets must be earthed.
- All electrical outlets, metal cabinets, device surfaces, electrical panels (if metal) and fixed service locations inside the stand must be earthed using yellow/green sheathed cables with a cross-section that is adequate for tripping the circuit breaker within the timeframes specified in the electrical facility earthing regulations.
- Outlets to be used in damp areas must have a minimum ingress protection rating of IP44.
- All circuits within the stand must be fully protected by residual-current device (RCD) with a 30 mA trip.
- Working on live circuits and machinery is not permitted at any time.

- Wiring must have separate neutral and protection leads after the residual-current device (RCD). The neutral wire must have insulating sheathing, not be earthed, and not come into contact with the earthing or protection wire inside electrical boxes or outlets. Devices with earthing protection must be earthed using protection wires only, and not the neutral wire.
- Residual-current devices must be connected to both phase and neutral wires. If more than one RCD is used, the load-side neutral wire must not be bridged with the neutral wire of the other device.
- RCDs must be tripped after installation. The device should break the current when the "test" button is pressed. Do not short the phase and neutral wires to test the device.

f) Inspection and Testing:

- The exhibitor is primarily responsible for ensuring that all installation and equipment within the stand are inspected for safe operation. The exhibitor shall be liable for all damages arising from improper materials or labor. The exhibitor shall be responsible for bringing and using an Uninterruptible Power Supply (UPS) to protect electronic equipment against damage resulting from unexpected power loss.

g) Fire Safety of Electrical Installations:

- Excessive bunching or coiling of electric cables, particularly in stand areas and storage/wall box spaces will not be permitted. Extension reels must be fully extended when in use.
- Distribution boxes and/or fuse boxes should be accessible and fitted 1.5 m from the floor. All electrical installations and equipment must be clear of combustible materials such as paper, solvents and gas bottles.
- Stand electrical panels may not be kept under lock. Also see the "Building Fire Safety" section.
- Conventional light bulbs (incandescent, halogen, metal halide, sodium vapor, fluorescent and CFL) may not be used for lighting in the stands due to power inefficiency, excessive heat, and fire hazards created. Exhibitors are required to use high-efficiency LED lamps for illuminating their stands.
- LED lighting boxes must be installed securely and away from the reach of exhibitors or visitors, and adequate ventilation must be provided. LED junction boxes must be appropriate to the LED strip length and power, and boxes must be fitted with PFC, inlet current limiter, and reverse polarization protection.

h) If exhibitor/lessee company is using their own generator:

- Written approval on installation space and cable routing must be obtained from TÜYAP Technical Office. (Request form is available on the back page of this guide or from TÜYAP Technical Office.)
- Generator box connection will be serviced under the control of TÜYAP Technical Office and electrical works division.
- Generator fuel must be stored and replenished in compliance with occupational safety principles.
- Generators must be continuously monitored by an authorized electrician while in operation.

While operating generators:

- Clothing should not be loose-fitting or ragged to avoid tangling with the moving parts of diesel generators.
- Ear protection must be worn when in the vicinity of the generator. No parts should be removed from the system.
- No parts should be removed from the system.
- Do not unscrew the radiator cap to check water level.
- Do not touch exhaust pipes.
- Oil drain valve and cap should not be opened.
- Electric pre-heater and water system should not be serviced.

2.3. EMERGENCIES

The organizer and venue management are authorized to order closing of the halls or evacuation of the buildings for safety and security reasons. Exhibitors must comply with such instructions.

All authorities and staff are aware of the locations of circuit breakers, emergency stop buttons, shutdown units, emergency tools and equipment to be used in an incident. Facilities and training personnel are also informed. Please abide by the directions of TÜYAP Authorities in emergency situations.

Assembly Area Plan is available on the back page of this guide.

For İstanbul:

- Primary assembly point is the open space within the parking area on southern facing side of the main yard.
- Secondary assembly point is the open space before the northern facing Hall 11.
- Tertiary assembly point is the open space between the northern facing Hall 12 and the Truck Entrance. Assembly points for other venues are provided in Attachments.

a) Natural Disaster Emergencies

1. Lightning:

Lightning will be most damaging if it strikes the command and control room. If this section is damaged, power mains in the facility will cut out. Therefore,

- Open spaces must be avoided under thunderous weather conditions. Single tall trees, towers or power poles must be avoided.
- Metal conductors (such as power lines or metal fences) must be avoided. It is dangerous to use metallic objects with spike ends such as umbrellas.
- In case of such a natural event, bend your head down, stay in crouching position, minimize your height.
- Do not lie down. If you are within the space generating potential difference, electricity will flow through your body because of the potential difference between two end points of your body.
- Electric appliances should not be plugged and/or used.

2. During Earthquake:

- If you are within the exhibition center at the time of an earthquake, position yourself under a durable table, etc. Stay away from stands, windows, door sills and heavy furniture. Do not hurry to evacuate. Do not use elevators or stairs during the tremor.
- If you are outside, proceed to an open area, stay away from the building and power transmission lines.

3. After Earthquake:

- Try to keep calm.
- Count your staff and ensure that they are safe and uninjured. Report any injuries to authorities.
- Follow TÜYAP authorities' directions and immediately proceed to the assembly point.
- Inspect the building for structural damage before entering. If building does not seem safe or the lighting is insufficient, do not enter.
- Do not use open flame such as lighters and candles. If you suspect there is a gas leak, do not operate electrical appliances.

4. Flood:

Rain water causing flood may pose risk for the exhibition center. Under these circumstances,

- Shut off stand electricity immediately.
- If you are on lower floors, go up to the ground floor and above, and wait till danger has passed.

b) Human-Induced / Technological Emergencies

1) Defective workmanship:

Means all types of problems resulting from a defective equipment used on the stand and defective workmanship.

- Immediately clean any liquids spilled on the floor to prevent accidents, and notify the Technical Office as soon as practicable.
- Pay attention to the liquid-spill on the floor as it may be dangerous.
- If liquid is of easily combustible nature, sources of ignition should be kept away from the leak or spill.
- If there are any liquids that may get spilled and pose danger within the stand area, sufficient amount of absorbents such as wood flour should be kept in the inventory just in case.

2) Stand collapse

- The collapse of a stand under construction, for any reason, must be immediately reported to TÜYAP Technical Office.
- Then the stand area must be evacuated, circled with safety tape, and unauthorized persons should not be allowed.
- Rescue and Fire crews cooperate to pull casualties (if any) from the wreckage, carrying them to a safe place.
- First-aid crew does the first aid and send seriously injured casualties to hospital.
- In case of a stand collapse, the incident site may not be cleared before an official inspection of the site is completed.

3) Vehicle accidents

There is a speed limit (20km/h for outdoor areas; 10km/h for Indoor areas) indicated by warning signs within the exhibition center. However, vehicle accidents should be reported to the first-aid crew and emergency contact numbers should be dialed for service.

TÜYAP Fair and Convention Centers

Istanbul	0530 641 35 42
Adana	0530 641 35 72
Bursa	0530 641 35 66
Diyarbakır	0530 641 35 73
Erzurum	0530 641 35 41
Eskişehir	0530 641 35 61
Kayseri	0530 641 35 14
Konya	0530 641 35 71
Samsun	0533 490 55 26

2.4. FIRST-AID RESPONSE

a) Following information must be reported to the first-aid crew for fast and effective treatment:

- Place where injury happened. For example, hall name, stand name and number;
 - Nature of the accident. For example, incision, broken bones, fainting or a potential cardiac problem;
- b) All responses must be recorded and reported to the Organizer. Accident record should include at a minimum:
- Personal information (name, address, mobile number and other contact information) of the injured;
 - Nature of the injury;
 - Response;
 - Hospital where they were sent, if done.

2.5. FIRE SAFETY

The exhibitor, decorator and subcontractors are jointly responsible with organizers/TÜYAP functions for identifying, mitigating and intervening in fire hazards. The organizer/TÜYAP functions shall carry out inspections on preventive measures during assembly, fair and disassembly. Persons in the fair venue should avoid any behavior that may cause fire, and it is their responsibility to notify Security, Technical Office and Maintenance and Repair Division of any condition creating a risk

There are three types of fires: class A, class B and class C.

Class A Fires consist of solid materials such as wood, paper, straw or fabrics. Water, foam extinguishers and CO₂ fire extinguishers may be used to respond to Class A fires.

Class B Fires consist of liquid materials such as fuel, oil, paint, thinner and other inflammable materials. These type of fires should be responded to using CO₂, foam and dry chemical extinguishers.

Class C Fires consist of flammable gases such as LPG, propan, butane. These type of fires should be responded to using CO₂ and dry chemical extinguishers.

a) Fire prevention

- Smoking in the hall is not allowed.
- Cooking in the hall is not allowed during stand construction and disassembly.
- Combustible waste must not be permitted to build up in the halls and must be removed regularly to a suitable disposal area by exhibitors and/or their subcontractors.
- Contractors and exhibitors are not to dump large items of waste in the aisles.

- Highly combustible liquids such as glues are not permitted in the halls except special conditions. If necessary, only the minimum required quantities will be permitted to the hall under the control of TÜYAP Technical Office.
- Motor vehicles and equipment such as generators must not be refueled in or close to public areas and certainly not in the halls.
- Vehicles for display require at least 60 days notice. Permission will only be granted where there is sufficient documentation to show how essential fire safety precautions will be met and is subject to final approval on site. Vehicles used as an exhibit should only have sufficient fuel to move the vehicle. The vehicle fuel tank should be sealed and locked at all times.
- With the exception of Hot Works (see below), pressurized gases for cooking or heating are not permitted in the halls at any time.
- With the exception of Hot Works during build up and break down (see below), no form of naked flame such as candles are permitted on stands.
- Electrical circuits must comply with the electrical safety requirements to prevent overloading of circuits.
- Cables must not trail across aisles where they can become damaged by vehicles. (See Electrical Installations and Equipment).

b) Hot Works

Hot works are a construction processes requiring heat such as cutting or welding. Organizer's staff must liaise with the venue to ensure that hot works do not set off fire and smoke alarms or water sprinklers by accident. Organizer's floor management will monitor hot works to ensure that they do not pose a fire safety risk. Following must be in place:

- The immediate area must be clear of other workers, public and vehicles and no other workers, public or vehicles should be able to pass under hot works.
- The immediate area must be clear of any combustible, inflammable and explosive items.
- The operative and others must be suitably protected from risk of burns and damage to eyes.
- The exhibitor must keep a suitable fire extinguisher close to the location of hot works.
- Barrels and drums that were previously used for inflammable or explosive substances should not be welded or cut, even if they are empty.
- Welding works in closed areas are not permitted.
- It is electricians' responsibility to service electric welding machines and sockets.
- Welding works should be delivered by certified welders.

- Welding works should be done at least 2m from the other workers isolated with a fireproof mobile screen.
- Electric rectifiers of welding and cutting machines or bottom parts of the transformers must properly earthed in case of fault currents.
- One terminal each of electric welding and cutting machines' outlets must be earthed in case of fault currents.

A second operative is required to monitor the operation, to keep other people clear, watch for signs of a fire, and use the fire extinguisher if necessary.

c) Fire Emergency Response and Evacuation Routes

- Lateral (on the same floor) and vertical (among floors) fire evacuation routes must be available from every location in the venue. These routes must be kept clear at all times.
- During build up and break down, emergency aisles are required to be clear for evacuation and emergency vehicle pass.
- Fire extinguishing vehicle routes must always be clear.
- Fire hose reel must be accessible, and emergency chests should never be blocked by stand construction items. For the same reason, the space between the stand and the wall of the structure may not be used for storage.

d) Use of advertising materials filled with lighter-than-air gases

Demonstration and advertising devices and balloons filled with combustible and volatile gases may not be used indoors due to safety reasons (no control or measurement possible, asphyxiant filling).

2.6. FOOD SAFETY

The exhibitor is responsible for the safety and hygiene of food items served within the stand. TÜYAP shall have no responsibility whatsoever.

Details of proposed preparation, cooking and dispensing of food from stands or temporary catering areas, including sampling, must be discussed with the organizer during the planning stages of the event. The organizer's approval is required in writing for such activities. The organizer requires 30 days notice of such requirements. (Form is available on the back page of this guide or from TÜYAP Technical Office).

a) Kitchens or stands processing and serving foods

- Stands may not be used to process or serve food if they are in poor sanitary condition likely to expose food to risk of contamination.

- The kitchen/food preparation area must be of adequate size to meet the potential demand and should include adequate storage, refrigeration, water and waste facilities.

b) Equipment and Cooking Rules

- Any equipment, including food containers, which is likely to come into contact with food must be kept clean and be made of non-porous materials that can be cleaned conveniently and properly.
- Cookers, ovens and deep fat fryers must comply with fire safety regulations.
- The use of incendiary and/or gas-operated equipment are not permitted. Only electric equipment may be used.
- In case of deep frying, exhibitors must ensure that the equipment is contained in a safe receptacle to avoid potential injury to visitors.
- Waste oils must be stored in leakproof containers and delivered to the waste oils collection points by the end of the day. Do not dump oils down water drains. The Organizer will impose a penalty for improper disposal of waste oils.
- Exhibitors are required to have odor and smoke filters in their stands to avoid unpleasant smokes and odors.
- Exhibitors are required to inform the organizer of the needed amount of electric power for their cooking equipment. Total electric power (total kW = lighting + equipment) needed in the stand must be accurately notified, power distribution must be even, and a residual current relay is to be included on the fuse board.
- It is exhibitors' responsibility to make proper and faultless utilization of their equipment on stand areas. Organizer or manager cannot be held responsible for any damage, loss, expense or liability caused by the cooking equipment used for the sampling.

c) First-Aid Equipment

- Each stand or kitchen where open food is handled, prepared or dispensed, must be provided with a supply of waterproof bandages and gauze wrap ideally in a distinctive color (preferably blue) in case they accidentally become mixed into food.
- Each kitchen or stand where cooking or heating of food is taking place must be provided with a fire blanket and suitable fire extinguisher.

d) Waste and Ventilation

- Designated disposal facilities must be made available for food and other waste substances. Waste materials shall not be abandoned on site and must be stored and disposed of in a responsible manner.

- Solid wastes in the venue will be collected by cleaning staff. Solid wastes are required to be delivered by exhibitors to the cleaning staff in tied waterproof garbage bags.
- Where cooking methods are likely to create concentrated smoke, such as barbecue, grilling and deep frying, it may be necessary to vent fumes to the outside, so prior approval is required. (See waste and aisle maintenance).

e) Food Safety and Temperature Control

- All food on a stand must be protected from risk of contamination, and cooked and raw meats in particular, must be separated and stored in different containers.
- Open foods must not be placed less than 45cm from the ground.
- Any foods likely to support the growth of pathogenic micro-organisms or toxins should be maintained at a temperature of 8°C or below.
- Frozen food must be kept at -18°C or below. Refrigeration temperatures must be measured with a suitable thermometer and recorded daily.

f) Food Sampling

- Food sampling must be carried out in such a way that customers do not touch food that other people will eat, in order to minimize the risk of contamination.
- Food should be placed to be sampled where the exhibitor can see it and therefore supervise customers.
- Do not allow visitors to help themselves to the sample containers.
- Pursuant to hygiene standards, samples should be kept together and/or in large bowls.
- Ensure that visitors have a place to discard inedible items such as pits or sampling sticks. Different containers must be used for food and waste.
- Domestic and imported food dispensed for sampling must be kept under sanitary conditions and in compliance with occupational health and safety principles. Sampling food may be inspected by occupational health and safety inspectors for conformity to the hygiene measures. TÜYAP disclaims to be held responsible for any legal notices and/or penalties arising from exhibitors' incompliance with hygiene measures.

g) Personal Hygiene

All food handlers working with open food should:

- keep their hands and clothing clean
- cover all cuts, etc, with a blue waterproof bandage
- not spit or smoke while handling food or while in a room containing open food
- wear clean and washable over-clothing

- keep personal clothing out of areas where open food is handled, unless they are stored in appropriate accommodation, i.e. lockers
- not wear jewelry on hands other than plain wedding rings
- not handle open food when suffering and within 48 hours of suffering from gastroenteritis, dysentery, any infection, boils or septic cuts, etc, likely to cause food contamination.

h) Food and Hand Washing Facilities

- All stands where foods are prepared must be close to hand washing facilities with clean water and drainage.
- Where stands are used for preparing food, an additional sink must be provided for washing food and ideally a separate sink for washing dishes.
- It is not permitted to wash foods and dishes in restrooms.
- Where hot drinks and snacks are served, no sink is required but sanitizing hand-wipes must be provided and used.

2.7. LIFTING

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it. This includes cranes, service elevators, fork-lift trucks, mobile elevating work platforms, and lifting accessories such as chains, slings, eyebolt shackles, canvas harnesses etc.

a) Risk Assessment, Planning and Supervision

- All lifting operations must be covered by a risk assessment submitted to the organizer 30 days in advance. Length of time may vary according to the nature of event, or requirements.
- All lifting operations must be properly planned in advance by a competent person particularly with regard to floor loadings.
- The organizer requires prior notification of use of complex lifts, e.g. over 2m high, or heavy lifts over 5000 kg, or crane lifts.
- Lifting/lowering/transferring operations must be performed by load harnessing personnel with valid Occupational Training Certificates.
- All lifting operations must be overseen by a qualified supervisor.

b) Qualifications

- Lifting operations must be undertaken and supervised by competent persons who are qualified by provision of appropriate skills, knowledge, training and experience.

Their licenses/training certificates must be valid. These licenses must be submitted upon request. Proof of the organizer reserves the right to ban operatives who engage in unsafe practices from the leased area.

- If a provider other than the contracted agent of the venue is to be used for handling operations, the provider shall be required to submit proof of vehicle maintenance, periodical inspections, vehicle insurances and driving licenses. Motor vehicle liability insurance is required for all such vehicles and a sample policy is available at the back of this booklet.

c) Maintenance of Lifting Equipment

- Lifting equipment used must be fit for purpose, adequately maintained, and subject to legal inspection requirements with valid certification which must be available on request.
- Third person liability insurances for lifting equipment must be full and valid.

d) Conduct of Lifting Operations and Floor Loading Limits

- The maximum floor load limit for Halls 1-2-3-4-5-6-7-8-9-10 is 5 ton/m².
- The maximum floor load limit for Halls 11-12-13-14 is 3 ton/m².
- Lifting equipment must be positioned to minimize the risk of injury or damage, e.g. from the equipment or the load falling or striking people or structures; every part of a load and anything attached to the load must be adequately secured.
- Forklift truck and basket trolley/crane operators should:
 - wear personal protective equipment, including high-visibility vests, hard hats, etc.
 - obey speed limits (20 km/h for outdoor areas; 10 km/h for indoor areas) and traffic rules
 - have a clear vision ahead when operating a forklift or use a banksman where vision is obscured.
 - observe floor loading limits for their vehicle and load
 - not carry passengers on any part of the vehicle or load
 - travel with the forks in the traveling position (leg height)
 - not attempt overhead lifting without a banksman
 - wear safety belt, if fitted
 - not stack freight in designated emergency aisles
 - switch off engines when not in use and remove keys when parked
 - place forks flat on the ground when parked
 - not use a mobile phone while operating equipment

- not be under the influence of drugs or alcohol when operating equipment.
- not carry or lift persons.
- wear helmet while traveling.
- Periodical controls, maintenance and testing of the vehicles should be serviced by authorized institutions.
- Reverse gear siren should be in working condition.
- These vehicles are not permitted to be operated in pedestrian areas.
- Vehicles and their accessories should be checked by the operators, and will not be used in the event of any malfunction or breakdown.
- A portable fire extinguisher must be available in the vehicle.

2.8. MANUAL HANDLING

- Items should preferably be carried by equipment such as cranes, forklift trucks, mobile working platforms or cart stands.
- Heavy items should not be handled or lifted manually by a single person.
- Bend at the knees instead of the back while lifting items from the floor or putting items on the floor.
- Handle loads with both hands to distribute weight evenly through the body.
- Do not twist your torso while carrying a load and avoid sudden movements.
- When carrying long items such as ladders or sections, ensure that the front end of the item is above head level.
- Gloves are required for handling sharp items such as sheets and sections.
- Steel-toed shoes should be worn whilst handling heavy items like metal sheets and pipes.
- Cart stands should be pushed instead of pulling while carrying items.
- Load-carrying operators are required to wear safety boots to avoid skidding.

2.9. NIGHT WORKING

Night working refers to working in the halls outside of exhibition hours. Night working is not permitted during the fair. Night working can only take place in the leased area for a fee with permission from the organizer under the following circumstances. (See Technical Office):

- Construction and disassembly periods.
- On the first day of the fair, normal working hours until midnight.
- Any day, if machines are required to be serviced.

2.10. PERSONAL PROTECTIVE EQUIPMENT

- a) Several guides including this make multiple references to personal protective equipment such as hard hats, gloves and masks fit for the operation.
- b) Personal protective equipment must be individually assigned and not shared.
- c) Personal protective equipment should be fit for the purpose, posing no danger for the workers.
- d) Personal protective equipment must bear the CE conformity mark.

LEGAL STANDARDS

Work Clothing	EN340CE certified
Hard Hats	EN397CE certified
Shoes	EN345/346/347 S1P/S3CE certified
Goggles & Eye Protection	EN166/169CE certified
Gloves	EN420CE certified
Breathing Apparatuses	EN140CE certified
Safety Belts	EN353/355/358/360/361 CE certified
Noise Protection	EN352CE certified

- e) Always wear:
 - Hard hat while operating basket trolley/crane and forklift truck.
 - Safety belt and hard hat while working at height.
 - Welding mask and gloves for welding.
 - Gloves for maintenance-repair operations.
 - Gloves, mask, goggles and special clothing while working with chemicals.
 - Goggles against projectiles (while grinding or drilling).
 - Gloves against cuts and injuries.
 - Insulating gloves and shoes against electric shock.
 - Steel-toed shoes while manually handling heavy items.
 - Gloves for dish washing.
 - Hard hat against falling objects while working around elevated stands during build-up or break-down.
 - Dust mask while cleaning the floor and rolling in or out the carpets.
 - Headset for noisy environments.
- f) In this regard all workers must:
 - Wear their protective equipment, work clothing and shoes while working,
 - Avoid wearing loose-fitting and ragged clothing,

- Avoid carrying loose-fitting metal items, eg. neckwear, key holders, necklaces, rings while working with moving equipment... Workers must conduct themselves in a manner which does not endanger the health and safety of themselves and others.
- The organizer reserves the right to remove any worker from the venue who poses a risk to others by ignoring health and safety rules.
- It is workers' responsibility to wear PPE and collaborate with organizer and their occupational health and safety staff.

2.11. RIGGING

Works with suspended items are not permitted.

2.12. STAND PLANS APPROVAL AND CONSTRUCTION

a) Stand Plans Approval

All stand plans must be submitted by the exhibitor to the organizer 30 days in advance of the exhibition. In case of a sale less than 30 days before the event, the plans must be submitted within 3 days of signing the contract. All stand plans must be checked by a qualified engineer/architect designated by the exhibitor to ensure:

- Compliance with all relevant standards and venue regulations
- That the structure can be built safely within the time available
- That the design is suitable for its purpose and safe for use.

Exhibitors will not be permitted to complete projects that are not approved by the Organizer or Technical Office. The requirements for each category of stand are detailed below. The organizer may not permit a stand to open if the structure is considered to be unsafe.

b) Approval by Stand Structures

- Stand packages preapproved by the organizer for standards will be constructed and fitted by the organizer's approved contractor and no other approval is required from the exhibitors regarding the structure of the stand.
- Complex structures other than modular stands (chipboard and other materials) shall not be permitted in foyer areas
- The use of plaster- or cement-containing boards or panels, plaster casting or sanding are strictly prohibited within the venue. Cutting wood without dust collectors is not permitted in indoor areas. TÜYAP reserves the right

to interrupt works performed by the exhibitor and/or its subcontractors if the above provision is violated. The exhibitor shall be responsible for all damage and loss arising out of TÜYAP's intervention upon the exhibitor's violation of the agreement. Furthermore, the exhibitor shall be required to remove waste materials within two hours. Failure to do so shall result in a penalty calculated per square meter of stand rented by the exhibitor. The exhibitor agrees and accepts to pay this penalty in full and not seek any legal recourse to reduce the amount of penalty payable.

- A space-only stand is any stand which is designed and built by the exhibitor but is not a 'Complex Structure' as defined below.

The following information must be submitted to Technical Office/Health and Safety in advance for space-only stands:

- Detailed scale drawings, including plan views and elevations
- Details of the materials used to construct the stand
- A plan showing its location within the exhibition
- A risk assessment (to include fire hazards) and safe work statement.
- A complex structure is any form of construction of any height, which may require support from a structural engineer. If a "stand package" is not used, it is the responsibility of the stand designer to determine whether the construction is complex or not. Examples of complex structures include:
 - Any structure, regardless of its height, which requires structural calculations
 - Multi-level stands
 - Any part of a stand or exhibit which exceeds 4 meters in height
 - Suspended items, e.G. Lighting rigs of over 400 kg in weight
 - Sound/lighting towers
 - Prefabricated grandstand
 - Platforms and stages over 0.6M in height and all platforms and stages for public use.

The following information must be submitted for a complex structure:

- Detailed, scaled structural drawings showing: plan views of each level of the stand
- Sections in each level of the stand
- Elevations including full steelwork and staircase details, width and position of gangways within the stand, floor and/or roof loading
- Specifications of materials used
- Structural calculations

- A risk assessment (to include fire hazards) and safe work statement.

- Written confirmation from a structural engineer, with adequate professional certification and indemnity cover, that the design is safe for its purpose.

If any complex structure is modified after the submission of the information above, plans must be re-submitted with details of all modifications and a structural engineer's confirmation that the final overall design is safe for its purpose.

c) Stand Construction Requirements

- Contact information of the stand constructor and their subcontractors must be written on an A4 piece of paper and hung on a prominent point of the stand.

d) Provisions for Stand Disassembly

- Exhibitors shall begin disassembling and clearing stand areas as soon as the fair closes on the final day of the event and as quickly as possible. The exhibitor shall be responsible for the security of the stand and materials during disassembly. The exhibitor is expected to clear and clean the stand area completely after disassembly.
- The organizer shall pay for the disassembly and removal of stands not removed within time. The exhibitor shall be responsible for all damage and loss that may occur during removal.

e) Installation Works

- Problems with all installations supplying the stand should first be reported to the Technical Office. The organizer and the exhibition area are not responsible for the energy fluctuations and consequences of the public

f) Escape Routes and Exit Signs

In order to facilitate escape in case of emergency which is in stands with four sides closed;

- There must be at least two independent exit / escape routes
- It shall be equipped with rechargeable emergency exit indicators indicating the exit / escape paths
- There must be no obstacles on the escape routes, it shall be smooth, non-slip and solid surface
- Maximum 12 meters distance should be provided anywhere inside stand area to exit or escape paths.

g) Stands with Multi-levels or Higher than 4,5 meters

- In the stands where 50 or more people can be found on the double storey and upper floor, stands must have a minimum of two separate staircases leading from ground level to the levels above.

- Stairs must be capable of withstanding a weight loading of 500 kg/m².
- If the stand is to have multiple levels and/or a height greater than 4.5 meters, the designs will have to be approved by an Independent Civil Engineer (SİM) Certificate holder.

h) Ramps

Ramps should be of a gradient that is not too steep for use by pedestrians and wheelchairs. The following are the ideal requirements:

- Elevated stands should include ramps as per the disabilities act in place
- Ramps should not be longer than 10m, or have a rise of more than 50 cm
- Ramps should have a minimum, unobstructed width of 1 m
- The ramp surface must be slip resistant, especially when wet
- Handrails must be provided on both sides of a ramp (unless it is a short ramp designed for wheel chair access to a stand).

l) Stairs

Stairs must be safe to use and the requirements are as follows:

- A level landing should be provided at the top and bottom of each flight
- Each landing should have an unobstructed length of not less than 1.2 m
- Flights should have a minimum, unobstructed width of 1.2 m
- Doors should not swing across landings
- Flights between landings should contain no more than 12 risers where the treads are less than 35 cm and no more than 18 risers where the treads are 35 cm or greater
- The tread and riser of each step should be consistent throughout a flight
- The rise of each step should be between 15 cm and 17 cm
- The tread of each step should be between 28 cm and 34 cm
- The backs of the steps must be closed
- Using an odd number of steps is not recommended
- A continuous handrail must be provided on each side of flights and landings
- A single staircase shall not exceed 1.8 Meters in width
- Where a staircase is divided into two or more lanes, no single lane shall be less than 1 meter wide and an additional handrail must be provided between lanes.

- Special-built access to trailers, boats, caravans and other, similar exhibits must be risk-assessed where they do not comply with the above regulations to ensure that they are safe to use.
- The ladder's bearing construction cannot be wooden. Ladders must not stand on fragile floors.
- Spiral / Spiral staircases cannot be used. The spiral staircase cannot be used as an escape route at the exhibition stands.

j) Handrails

Handrails must be designed in a way to prevent climbing; i.e. they must be paneled inside or have vertical posts where the gap between two posts is no more than 10 cm, and there is be no horizontal bar between vertical posts.

k) Barriers and Guardrails

Guardrails shall be provided to protect open sides of staircases, landings, balconies, galleries and other changes of level. They shall:

- Be mounted on all open sides of stairs and ramps at a height of 1.1 m
- They must be paneled inside or have vertical posts where the gap between two posts is no more than 10 cm, and there is be no horizontal bar between vertical posts.

l) Stand Construction Materials

All materials used in the construction of stands, special items and displays, including signs and fascias, shall be:

- Adequately prepared and fixed in order adequately to perform the functions for which they are designed
- Non-combustible, inherently non-flammable or durably flameproof.
- Adhesives and paints used for the stand construction shall be water-based.
- Suitable samples of materials may be required to be submitted to the venue for approval. Materials may be field tested to ensure that they comply with fire safety requirements.
- Decorative materials used in the stand must be flame-proof or they should be already treated by use of the appropriate chemicals when purchased.
- Artificial plants and flowers are combustible and give off toxic fumes. Therefore they should not be preferred for stand decoration.
- Fabrics, curtains, hangings, etc, must be structurally fireproof or durable against flame. Otherwise they should be treated with a flame retardant.

- Fabrics used for interior stand decoration must be fixed tight and/or in short pleats (not loose) to a solid base, and not drape on the floor or touch aisle lights.
- Curtains on exit routes should hang 75 mm from the floor, be parted in the middle into two and not conceal any exit signs.
- All floor coverings must be secured and maintained so that they do not cause a hazard. Fixing of floor coverings to the hall floor may only be carried out using approved tapes. Other forms of fixing to the hall floor, such as cable clips, nails and bolts, are prohibited
- All glazing used in the construction of stands must consist of a minimum of 6 mm thick safety glass (laminated or tempered) to prevent injury from glass shattering. The table below shows the thickness required for large glazed areas:

Maximum Pane Dimensions	
Required Thickness	Size
8mm	1100x1100mm
10mm	2250x2250mm
12mm	4500x4500mm
15mm	No limit

- Any uninterrupted, large areas of clear glazing shall be indicated with warning stripes, dots, logos, etc. Overhead glazing shall be of wired or laminated glass, or be otherwise adequately protected from shattering.
- Night sheets must be made of structurally non-flammable material or of material adequately treated to make it non-flammable. They shall be stored rolled-up and firmly secured and not cause any obstruction while not in use.
- Only water-based paint may be used on site.
- Spray guns shall not be used for stand painting.
- Nails and/or bolts may not be used for stand decoration and fixing on the wall or floors.
- Seating must be non-combustible and marked with the appropriate standard.

2.13. VEHICLE MOVEMENT

a) General

- There must be safe access to stand areas for all types of vehicles via service gates to facilitate vehicle activity.
- All drivers must be warned against falling into utility ducts.
- Loading bays must be kept unobstructed to allow trucks and service vehicles to pass.
- Pedestrians must be vigilant at all times and maintain a safe distance from construction equipment and

transport vehicles within the fair venue. Pedestrians must also obey warning or direction signs and instructions by security officers

- In areas of significant vehicle traffic, vehicle movements must be supervised by spotters to ensure safety during loading and unloading
- Do not assume that the hall floors and external roads will bear the same weight as public roadways. Advice must be sought from the H&S Department on floor loading limits with regards to:
 - point loading of outriggers on cranes
 - Floor load bearing capacities
 - capacity of floor ducts or other weaker areas
 - Spotters must wear high-visibility vests.

b) Driver Competence

Drivers must be trained, licensed and competent to drive their vehicle.

Drivers must comply with the reasonable requests of traffic escorts, security staff and the organizer's operations staff. The organizer reserves the right to ban unsafe drivers from the leased area.

c) Vehicle Maintenance

All vehicles must be in a safe condition. All lifting equipment must be inspected daily for safety reasons. The organizer reserves the right to ban any unsafe vehicle from the leased area.

d) Vehicle Movement Rules

Vehicle drivers must:

- not exceed the venue speed limits or in any case to exceed 20 km/h in external areas and 10 km/h in the halls
- observe load limits indicated in vehicle licenses
- avoid reversing vehicles without using a 'banksman' to guide the vehicle if rear vision is restricted
- not leave engines running unless it is to operate the equipment (eg. a crane)
- not carry passengers unless they are seated in a passenger seat
- not load or unload in areas where it will block fire exits or routes for emergency vehicles
- wear seat belts
- use a hazard light for reversing
- secure vehicles at all times and remove the keys when unattended
- avoid driving any kind of vehicle in the halls when open to the visitors
- not drive any kind of vehicle under the influence of drugs or alcohol
- not drive any kind of vehicle whilst using a mobile phone.

e) Refueling

For fire safety reasons vehicles must not be refueled in or close to public areas and certainly not inside the halls.

2.14. WASTE AND AISLE MANAGEMENT

Waste materials left in the aisles block fire exit routes and block access for medical teams in emergencies. Sharp objects in waste can cause injuries to hands and feet. Food waste attracts vermin and can be a health hazard.

a) General Waste Clearance

TÜYAP is responsible for cleaning normal waste from TÜYAP Exhibition Center and rolling in the carpets. Exhibitors and their contractors are responsible for the removal of any other waste including:

- Crates and pallets
- Building waste, such as bricks, sand and stand fitting materials
- Metal pieces
- Large items that will not fit into garbage containers
- Hazardous waste, such as paints, solvents, chemicals, clinical waste, aerosols, oils or lubricants, including items contained within them
- Cooking oils
- Removed lights (fluorescent tubes) and light bulbs
- Materials produced during exhibitors' demonstrations
- Nails and other sharp objects should not be pulled out of the wood and should be hammered flat.

b) Emergency Aisles

- During build up and break down, certain aisles should be designated as emergency aisles for evacuation and access for emergency vehicles and these must be kept clear at all times.
- Parking by the hall entries and exits is not permitted.
- Parking along the emergency escape routes marked red outside the halls is not permitted. Gates for freight and truck entry are designated as emergency access routes and indicated with signs.
- Loading freight along the designated emergency aisles is not permitted.

2.15. USE OF WATER AT STANDS

- All requests for a water service must be submitted to the organizer 30 days in advance of the exhibition, along with the stand plan, stand number and location.
- Water to the stands is sourced from the mains. Drinking or connecting mains water to ice machines is not recommended.

- If mains water is to be supplied for human use in pools and other applications, the exhibitor shall be responsible for ensuring sanitation standards.

2.16. WORKING AT HEIGHT

a) Requirements

- All reasonable steps should be taken to eliminate or minimize work at height. Working at height should be properly planned and supervised, and the correct equipment should be selected.
- Following are to be ensured:
- Lifting equipment should be complete and safe;
- No work should be done at height unless it is safe and has been practiced;
- Maximum caution should be exercised in conditions that could endanger safety such as high winds or slippery ground;
- Those working at height must be protected by a guardrail or equipped with a fall-arrest safety belt (except when using a ladder);
- Those involved in work at height should be trained and competent;
- Equipment for work at height must be appropriately inspected and free from safety defects;
- The risks from falling objects must be properly controlled. Work platforms must have a footboard to prevent falls;
- Access must be controlled to prevent other persons working or walking beneath workers at heights
- Persons working in the vicinity of high works should wear a hard hat;
- Persons working at height should get working at height training certificate, untrained persons must not work;
- Plans are required to be in place for emergencies and rescue from height.

b) Ladders

Ladders can be used in compliance with the manufacturer's instructions when it is not practical to use a working platform or the activity is low risk. The guidelines below must be followed:

- Check ladders before each use, avoid using faulty ladders and send them to be repaired or scrapped.
- Ladders designated for fire response operations should only be used for the purpose.
- Gap between the rungs of ladders should be even and at least 30 cm, width should be no less than 55 cm.
- Ladders should be positioned at a 75° angle and should extend for at least 1 m at the support point.

- Knurled or threaded iron or rubber feet should be used on ladders to prevent skidding.
- Ladders over 4 m must be made of steel rods or sections. These may not be used close to power lines or electrical equipment.
- Ladder length may not exceed 8 m (even if two are joined). Only ladders with equal thread gaps may be joined.
- Face the ladder when going up or down and do not slide down the ladder.
- Stepladders should be suitably tied using a joint at one end and hooked bars or chains at the other end. Ladders should be extended to full length and secured before use.
- Ladders must be supported by a person on the ground while in use.
- The floor bearing the ladder should be durable.
- Do not climb beyond three-fourths of a ladder set against a wall.
- The top rung may not be used as a platform for work.
- Only one person should climb or work on a ladder or a stepladder.
- Castors must be locked before mounting mobile work platforms.
- Appropriate and safe ladders should be available for mounting and dismounting from the platforms.

2.17. WORK EQUIPMENT

- All tools must be used as intended, in good working condition and free from defects.
- Tools used in the vicinity of paint shops and other areas where combustible, inflammable or explosive substances are concentrated, LPG tanks and gas terminals must be non-sparking.
- Do not use hammers and sledgehammers with loose handles and do not weld metal piping as replacement handles.
- Do not use files, rasps, screwdrivers, etc. without handles and replace tools with cracked or chipped handles.
- Power tools with worn away or stripped insulation should not be used.
- Power tools must not be left unattended, they should be stored in cabinets and tool boxes.

2.18 ASSOCIATED REGULATIONS

2.18.1 Electrical Works Interior Installation Regulations

2.18.2 Working at Heights

2.18.3 High Current Regulations

- "Regulations on the Duties, Powers and Responsibilities of Electrical Technicians" published in the Official Journal dated 11.11.1989 and numbered 20339
- "Regulations on Interior Electrical Installations" published in the Official Journal dated 04.11.1984 and numbered 18565
- "Regulations on Earthing in Electrical Installations" published in the Official Journal dated 21.08.2001 and numbered 24500
- "Regulations on Electrical High-Current Installations" published in the Official Journal dated 30.11.2000 and numbered 24246
- "Regulations on Electrical Installation Plans" published in the Official Journal dated 30.12.2014 and numbered 29221
- "Regulations on Work Health and Safety" published in the Official Journal dated 30.06.2012 and numbered 6331
- "Regulations on Fire Protection of Structures" published in the Official Journal dated 19.12.2007 and numbered 26735
- "Regulations on Health and Safety in Construction Work" published in the Official Journal dated 05.10.2013 and numbered 28786

Annex: 1 Emergency Assembly Area Plan - İstanbul

Annex: 2 Emergency Assembly Area Plan - Adana

Annex: 3 Emergency Assembly Area Plan - Bursa

Annex: 4 Emergency Assembly Area Plan - Diyarbakır

Annex: 5 Emergency Assembly Area Plan - Erzurum

Annex: 6 Emergency Assembly Area Plan - Eskişehir

Annex: 7 Emergency Assembly Area Plan - Kayseri

Annex: 8 Emergency Assembly Area Plan - Konya

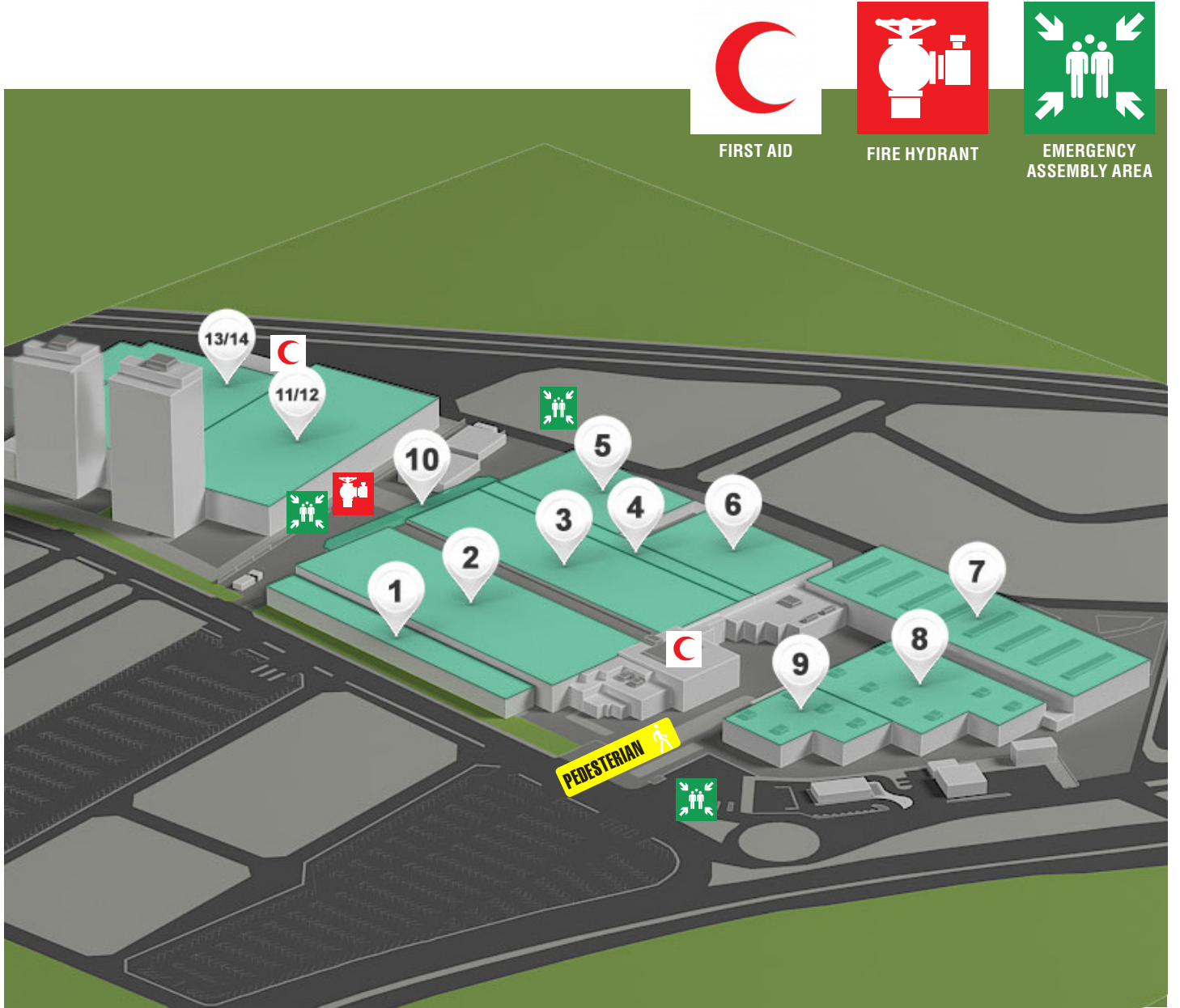
Annex: 9 Emergency Assembly Area Plan - Samsun

Annex: 10 Generator Request Form

Annex: 11 Third-Person Financial Liability Insurance Copy

Annex: 12 Cooking and Sampling Form

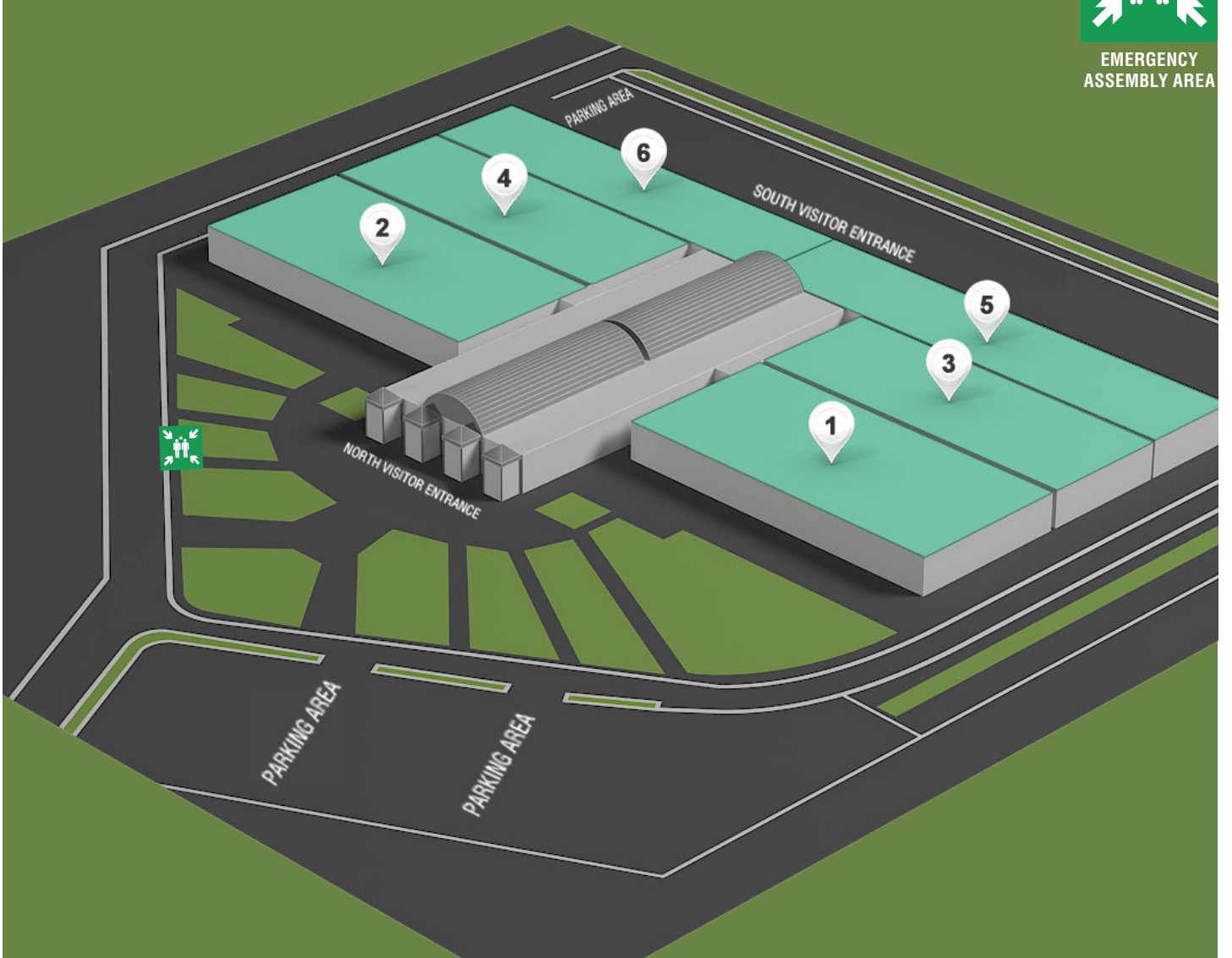
Annex: 1 Emergency Assembly Area - İstanbul



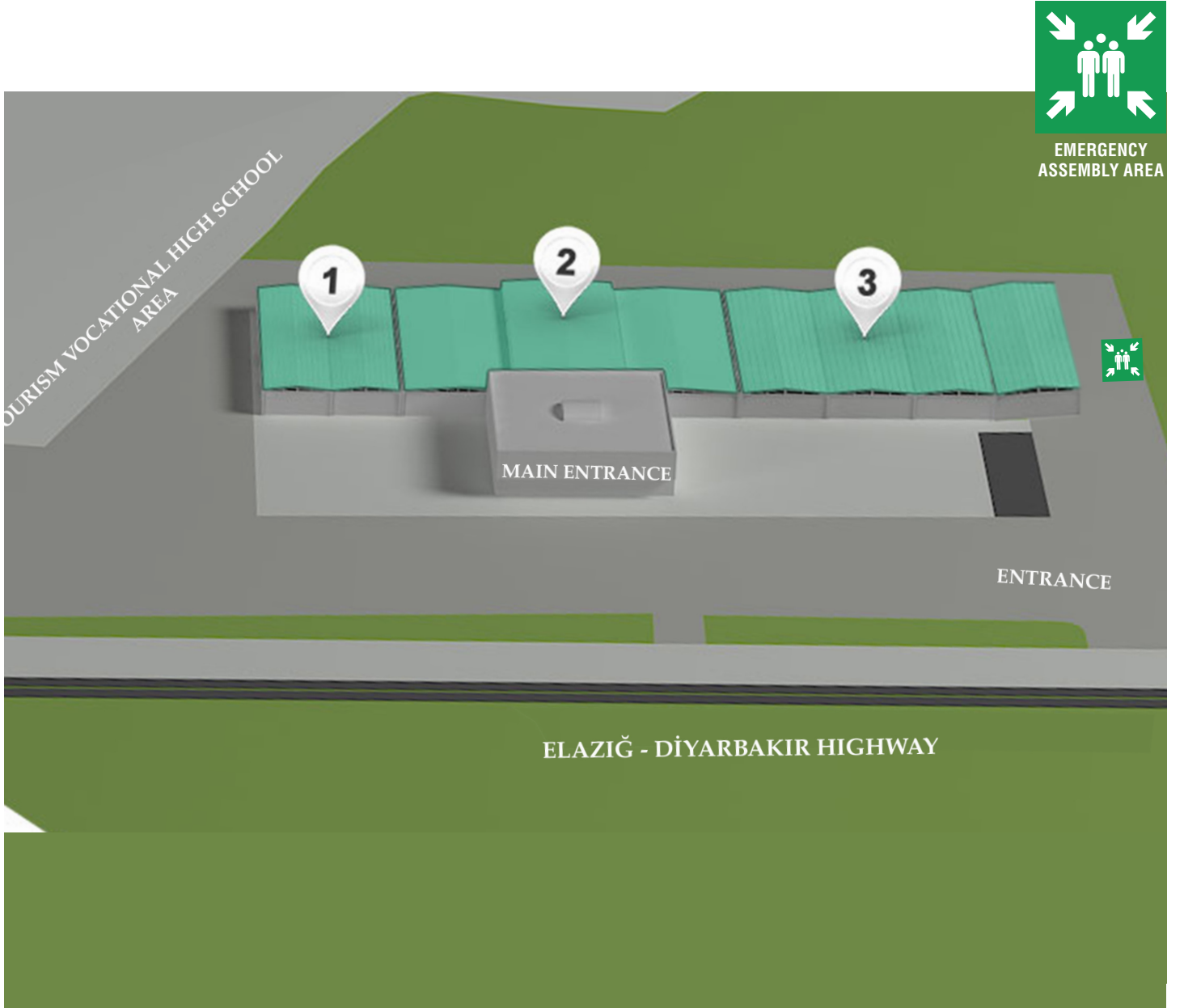
Annex: 2 Emergency Assembly Area - Adana



Annex: 3 Emergency Assembly Area - Bursa



Annex: 4 Emergency Assembly Area -Diyarbakır



EK: 5 Emergency Assembly Area - Erzurum



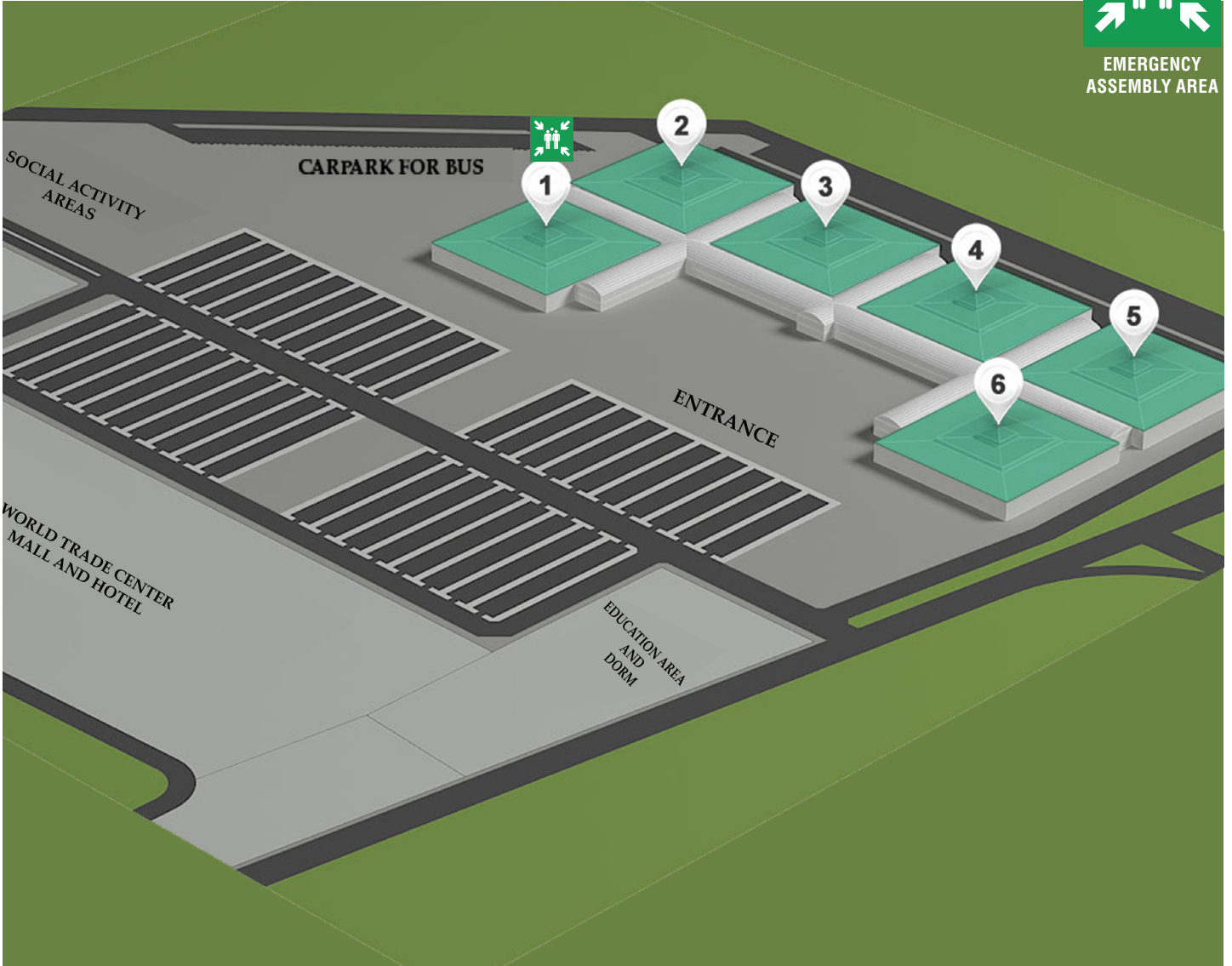
EK: 6 Emergency Assembly Area - Eskişehir



EK: 7 Emergency Assembly Area -Kayseri

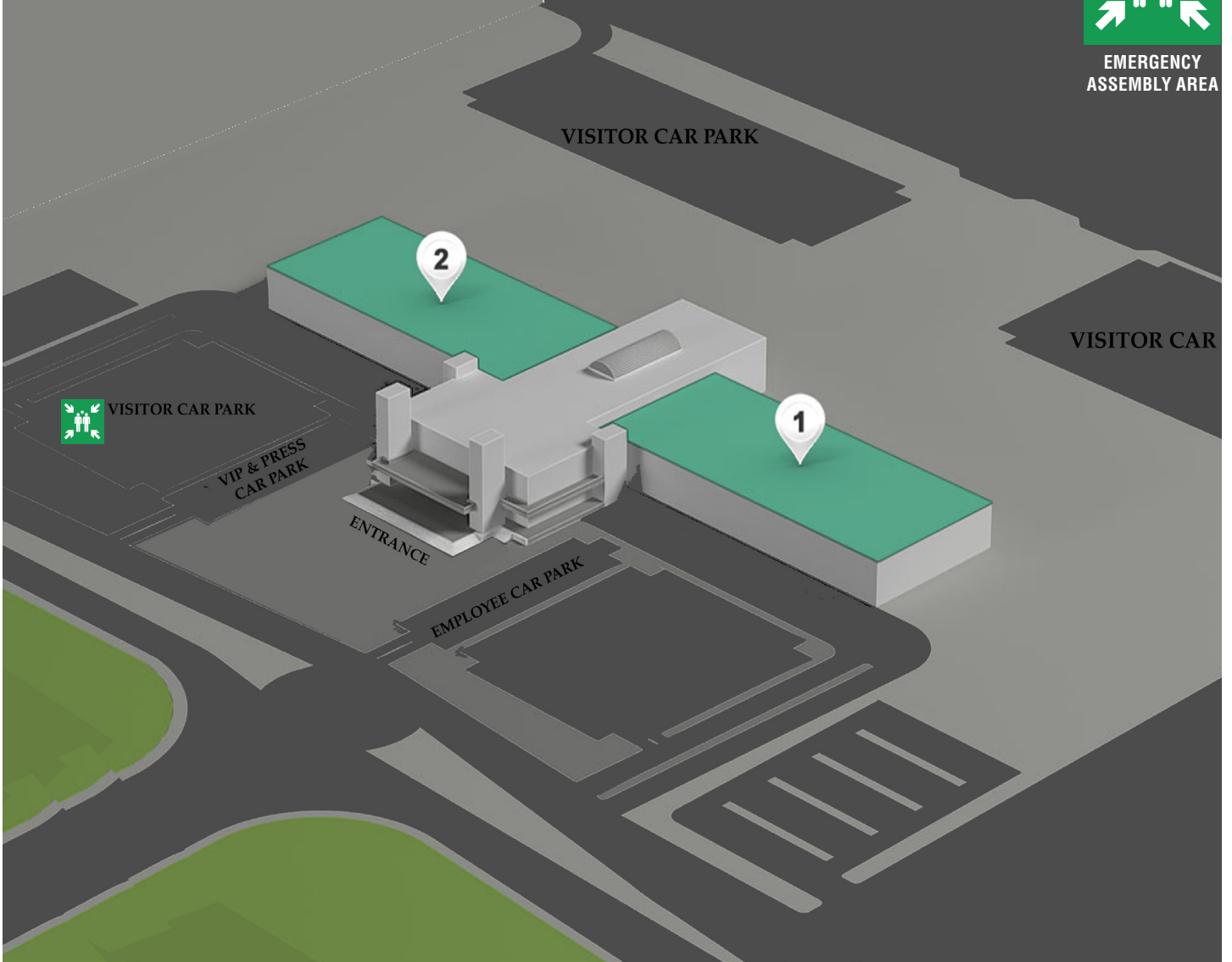


Annex: 8 Emergency Assembly Area -Konya



**TÜYAP MANAGEMENT SYSTEM SUPPORT DOCUMENTS
OCCUPATIONAL HEALTH AND SAFETY GUIDE FOR EXHIBITORS,
ORGANIZERS AND SUBCONTRACTORS**

Annex: 9 Emergency Assembly Area - Samsun



Annex: 10 Generator Request Form

Exhibitors that want to use their own generators are required to fill and submit this form to Technical Office before build-up. Otherwise TÜYAP has the right not to permit generator installation. It is not TÜYAP's responsibility to provide, install, operate or dismantle generators.

Exhibitors approve in advance that generator request may not be satisfied because of the distance of the stand to the designated generators area.

Requested by

Exhibitor's Stand No:

Exhibitor's Information:

Exhibitor's Stand Representative:

Telephone:

E-mail:

Generator (To be Filled by Supplier)

Brand/Power Information:

Supplier's Information:

Supplier's Representative:

Telephone:

E-mail:

Authorized Personnel on Call:

Generator and Cable Routing Information

(To be Filled on Site by Technical Office, Operation/Electric Works, Supplier)

	Yes	No	Description
Is the area suitable for generator installation?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the cable route suitable?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the cable cross-section and generator panel appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the fuel tank safe?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a supervisor available while the generator is in operation?	<input type="checkbox"/>	<input type="checkbox"/>	

Contact Information

Safety of the area around the generator

☐
☐

EXHIBITOR'S STAND REPRESENTATIVE	SUPPLIER'S REPRESENTATIVE	TECHNICAL OFFICE	OPERATIONS/ELECTRIC WORKS	PROJECT GROUP DIRECTOR

Annex: 11 Third-Person Financial Liability Insurance Copy

INSURANCE

THIRD-PERSON FINANCIAL LIABILITY INSURANCE POLICY

<u>Client</u>	<u>Agency No</u>	<u>Product Code</u>	<u>Policy</u>	<u>Renewal No</u> 0	<u>Annex No</u> 3
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Title/Address of the Insurance Company

Agency Permit No - Title:

Agency Address:

Issuing Technical Personnel Reg. No - Full Name: Issued by the Personnel of General Directorate.

Insured

Beneficiary

Tax No:

Tax No:

Full Name:

Full Name:

District:

District:

Street:

Street:

Building/Estate No:

Building/Estate No:

Apartment No:

Apartment No:

City:

City:

Loss Payee:

Issue Date:

Effective Date

Expiry Date

Coverage

Installments

Title of the Coverage

Price

Installment

Date

₺ Total

PRICE PER CAPITA

₺

1

THIRD-PARTY MATERIAL DAMAGE

₺

2

PRICE PER ACCIDENT

₺

3

4

5

Premiums and Taxes

Net Premium:

Gross Premium:

Coverage:

This policy covers all claims for compensation of damages that may occur during the business activities of the insured at the insured address within the effective date of the insurance by the reasons of:

a) death, injury or impairment of third-parties; and

b) material damage to the properties of third-parties,

pursuant to the General Terms and Conditions of the Third-Party Financial Liability Insurance and prices/clauses/special conditions/remarks provided in the policy.

Without prejudice to the third-party general terms and conditions, all damages that may occur during the transport of the goods by the insured themselves and/or their contractors within the insured venue leased from Tüyap will be covered under this coverage. In this context, this coverage will also cover damages to the properties of the contractors and/or Tüyap and/or other third-parties. Maximum liability of the insurer for the each event and chain of events shall not exceed the additional coverage limit defined in the policy, and the amount to be compensated will be calculated in the Additional Coverage Clause of the Third-Party Financial Liability Insurance.

The total compensation value to be paid to the insured persons, companies and/or organizations under the policy pursuant to the Cross-Liability coverage in each event and chain of events shall not exceed the limit separately defined in the policy. If not defined in the policy, this value shall not exceed the defined limit provided for the Third-Party Financial Liability coverage.

Exceptions:

- Damages that may occur because of risks not defined in the policy are not covered.
- Liabilities arising from the failure to correctly provide the commercial services to the clients are not covered.
- Product liabilities, product withdrawals, product guarantee and professional liabilities are not covered.
- Liabilities related with Asbestos are not covered.
- Liabilities arising from radiation are not covered.
- Indirect damages due to business interruption, loss of profits, etc. are not covered.
- Contractual penalties are not covered.
- Liabilities arising from damage to the property of third-parties left for custody or processing are not covered.
- Liabilities for all kinds of motor vehicles are not covered.

Annex: 12 Cooking and Sampling Form

The organizer and TÜYAP Technical Office staff available on the venue will inspect and approve applications for food and beverage sampling and cooking before the first day of the exhibition. The organizer has the authority to stop any activity violating occupational health and safety principles and standards. The organizer may remove the equipment violating rules and standards announced by the organizer. In the case that this form is not properly delivered, TÜYAP has the right not to approve these materials.

In order to be able to cook and sample food and beverage, the form below has to be filled and delivered to the organizer one week before the first day of the exhibition.

Requested by

Exhibitor's Stand No:

Exhibitor's Information:

Exhibitor's Stand Representative:

Telephone:

E-mail:

1. What kinds of food/beverage are you planning to sample? _____

2. Are you planning to cook in your stand? ☐ **Yes** ☐ **No**

3. If you answered **"YES"**

A) What kinds of products are you planning to cook? _____

B) What will your cooking method be? _____

C) Which equipment are you planning to use? _____

I accept that I have read "FOOD/BEVERAGE COOKING AND SAMPLING RULES ON STAND AREAS" regulated by the Organizer, and I agree to observe these rules by signing this form.

