EXHIBITOR

HEALTH & SAFETY REQUIREMENTS AND COMPLIANCE DECLARATION

MANDATORY DEADLINE – December 12, 2019

This document is a declaration for the exhibitor, their appointed contractors, and their onsite staff (hereinafter referred to as "Exhibitors and any associated personnel") in regards to ***Halifax RV Show 2020*** *(hereinafter referred to as "EVENT").*

Exhibitors and any associated personnel, shall comply with all show terms, rules and regulations, and with all pertinent and applicable laws, codes and regulations, federal, provincial, municipal and local, including the Occupational Health & Safety Act, governed by the Province of Nova Scotia, which may affect the show space.

It is also the sole responsibility of the exhibitor or exhibitor appointed contractor to ensure that all of their on-site staff are informed of and comply with all of these terms at all times while on the show property. The exhibitor or exhibitor appointed contractor agrees to be liable for the actions of their on-site staff and suppliers/contractors.

These terms and regulations will be enforced by both Show Management and the Local Health and Safety Enforcement Agency Inspectors/Officers. Exhibitor's or exhibitor appointed contractor's failure to comply with such laws, terms, rules and regulations shall entitle Master Promotions Ltd. to terminate the Master Promotions Ltd. obligations under this contract and remove, shut down or darken Exhibitor's space. Master Promotions Ltd.'s decision on all such matters shall be final.

I, the undersigned, acknowledge that I have read and understand and will comply with the attached Master Promotions Ltd. "Health & Safety Requirements and Compliance Declaration" document. I recognize that as an Exhibitor, Employer, Exhibitor Appointed Contractor or an Appointed Contractor, I am required to be educated on the local Occupational Health & Safety Laws and Regulations and that I must ensure that my company employees work in compliance with all applicable health and safety legislation at all times while on-site at the EVENT**.** I concede that failure to do so may result in work stoppages or Local Health and Safety Enforcement Agency fines and that all penalties incurred will be at the expense of me or the company in which I represent in signing this document.

I also acknowledge that it is my sole responsibility to ensure that all on-site move-in/move-out staff employed by my company, are informed and compliant to both the Health & Safety procedures of Master Promotions Ltd. and the Local Occupational Health & Safety Laws and applicable Regulations stipulated by the Province. In the event of a charge, prosecution, or any other legal proceeding arising out of or related to Occupational Health and Safety Laws or Regulations, as an exhibitor or exhibitor appointed contractor of the EVENT, I agree to be liable for the actions of my staff.

EXHIBITOR

HEALTH & SAFETY REQUIREMENTS AND COMPLIANCE DECLARATION

All fields MUST be filled out:

Company Name: _____**Booth #:** _____

Print Name: _____

Signature: _____
(I have authority to bind the exhibiting company listed above)

Date: _____

☐ *I hereby undertake that I have read and understood the "HEALTH & SAFETY REQUIREMENTS AND COMPLIANCE DECLARATION" and that my company and associated contractors will comply with these directions and the regulations as set forth in the Occupational HEALTH & SAFETY ACT.*

This is a NO COST agreement between the show organizer & the exhibitor. By checking the box, you agree to adhere to the Worker's Compensation Board standards in your local jurisdiction.

Please send pages 1 and 2 back to;

1. **Email:** insurance@mpltd.ca (Insurance Coordinator)
2. **Fax: 1-506-658-0750**
3. **Mail:** Master Promotions Ltd. P.O. Box 565 Saint John N.B. E2L 3Z8

For any questions, please contact the insurance coordinator: insurance@mpltd.ca or 1-888-454-7469.

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Your understanding and compliance with this is greatly appreciated. We thank you in advance for ensuring the well-being of all concerned.

IMPORTANT INFORMATION FOR
EXHIBITOR and ANY ASSOCIATED PERSONNEL

NOVA SCOTIA OCCUPATIONAL HEALTH & SAFETY ACT

Master Promotions Ltd. wants to ensure the safety of all those participating in the EVENT**.**

In Nova Scotia, the Department of Labour and Workforce Development requires that all employers and employees adhere to the Act and Health and Safety Regulations outlined by the Nova Scotia Occupational Health & Safety Act. To this end and based upon our understanding of the legislation, we have developed the following guidelines for exhibitors and any associated personnel to follow while at our show.

All exhibitors or exhibitor appointed contractors are required to ensure the health and safety of their employees and inform them of these requirements prior to move-in.

In order to ensure that everyone understands the importance of these requirements all exhibitors or exhibitor appointed contractors are required to sign and return the “Health and Safety Requirements & Compliance Declaration” prior to move-in (Page 1 and 2).

Show management will be monitoring the show floor to ensure a healthy and safe work environment. Should you observe a hazard or unsafe work practice on the show floor, we request that you notify show management immediately.

Any fines or costs incurred due to the enforcement of the law by Nova Scotia Health and Safety Act enforcement officers will be at the sole expense of the exhibitor or exhibitor appointed contractor.

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For a full copy of the **Nova Scotia Occupational Health & Safety Act**, please click HERE.

To view a copy of the **CAEM Health & Safety Guidelines**, please click HERE.

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General Safety Rules that must be followed:

- In all areas of the contracted show space where a person may be exposed to a foot injury, that person must wear CSA approved steel toe foot protection appropriate to the circumstances. This applies to any person walking in or around forklifts/scissor-lifts/man-lifts.
- Under no circumstances will children 15 years of age or younger be permitted in the exhibit area during move-in, set-up, tear down or move-out.
- If you are working around or under any equipment that is used for working at heights such as scissor lifts, man-lifts or zoom-boom lifts the following personal protective equipment (P.P.E) must be worn by all staff both working near or around that equipment:
    - CSA approved hard hat
    - CSA approved steel toed safety boot
    - CSA approved Fall Arrest Equipment
- You should stay alert and keep away from overhead work whenever possible. Do not walk under any zoom booms, ladders, scaffolds, or man lifts. Obey caution tape and all warning signs, where used.
- Forklift operators have distractions and blind spots to contend with while operating the forklifts. Do not assume they always will see you. Give them lots of room to maneuver around all the activity. When not in use, forklifts must be stored in the down position.
- When constructing large booths or structures, the area must be cordoned off by caution tape or stanchions. P.P.E. must be worn by anyone working inside the area.

REMEMBER!

ONLY UP-TO-DATE TRAINED PERSONS ARE TO OPERATE LIFTING EQUIPMENT AND THEY MUST FOLLOW THE PROCEDURES OUTLINED IN THEIR TRAINING.

IF YOU ARE AN EXHIBITOR AND ANY ASSOCIATED PERSONNEL AND ARE WORKING AS AN OPERATOR OF LIFTING EQUIPMENT (FORKLIFTS, SCISSORLIFTS AND MANLIFTS) IT IS YOUR RESPONSIBILITY TO ENSURE THAT NO PERSONS ARE WORKING UNDER YOUR EQUIPMENT OR SO CLOSE TO YOUR WORK ACTIVITY THAT THEY MAY BE INJURED SHOULD ANYTHING FALL FROM ABOVE. THERE ARE NO EXCEPTIONS TO THIS RULE!

A. TOOLS ARE NOT TO BE LEFT ON LIFTS, SCAFFOLDS, LADDERS OR OVERHEAD WORKING SPACES WHEN NOT IN USE.

B. WHERE WORK IS BEING PERFORMED OVERHEAD ON LIFTS, SCAFFOLDS OR LADDERS, CONTAINERS SHALL BE USED TO HOLD TOOLS TO PREVENT THEIR FALLING.

C. TOOLS ARE NOT TO BE DROPPED FROM ONE LEVEL TO ANOTHER. TOOLS AND MATERIALS ARE TO BE LOWERED USING SUITABLE CONTAINERS AND ROPES.

D. IT IS MANDATORY THAT P.P.E.-HARD HAT, SEAT BELTS MUST BE WORN BY OPERATORS WHEN DRIVING A FORKLIFT; OPERATORS MUST TIE-OFF WHEN WEARING A SAFETY HARNESS.

E. IF THE WORK AREA IS SO BUSY THAT YOU, AS THE OPERATOR OF THE LIFTING EQUIPMENT CANNOT EFFECTIVELY CONTROL THE ACTIVITY OF PEOPLE IN YOUR AREA, IT IS YOUR RESPONSIBILITY TO TAKE CONTROL OF THE AREA. THIS CAN BE ACCOMPLISHED BY DISPLAYING SIGNAGE THAT STATES “CAUTION” OR “BE AWARE OF OVERHEAD WORK”, CORDONING OFF THE WORK AREA, OR HAVING SOMEONE (A SPOTTER) ON THE FLOOR DIRECTING PEOPLE AWAY FROM THE WORK AREA

Other Safety Rules to follow:

- Hand tools must be used properly. Use them in the way they were intended to be used.
- Do not leave a machine running unattended, shut off the power.
- Machine guards must be in place before operation of that machine
- Wear safety glasses when cutting something or whenever necessary.
- Beware of Slips, Trips and Falls -- Watch your step, and look where you are going.
- Use ladders safely, inspect them to ensure they are safe to use, use 3 point contact when climbing and if you need to step on the last 2 steps, the ladder is not big enough, get a bigger ladder. Do not leave tools on a ladder. Use containers to prevent falling.
- Do not climb on displays that are not designed to support your weight.
- Keep the floor clean and clear of hazards. Spills should be reported to event management immediately so the spill can be properly cleaned up by the event cleaners.
- Report any unsafe condition or accident hazards of which you have knowledge to a security guard or an event management employee.
- Aisles, fire exits, fire extinguishers and fire hose cabinets must be kept clear at all times.
- Do not block access to any fire protection equipment, electrical panels and outside entrances.
- Ensure any equipment that is operating has adequate ventilation for exhaust fumes. Carbon monoxide levels need to be kept at acceptable levels at all times.
- Read and obey all posted notices and warnings, including the non-smoking provisions. These are provided for your protection.
- Chemicals to be used during the move-in and move-out must be approved by show management and an MSDS must be made available upon request.

Ladder Safety Rules:

- Before using a ladder, inspect it for faults, such as broken rungs or rails. If it is an extension ladder, inspect the pulleys, ropes and locks for excessive wear. Also, check the footings and pads to make sure they still provide a non-skid surface. If any defect is found, the ladder should be tagged unsafe and taken out of service. If it cannot be fixed, make sure it is disposed of properly.
- When setting up a ladder, make sure the ground it is set upon is level and stable. Do not set the ladder up on a muddy surface or you may find yourself falling over. Do not use bricks or other material to raise the height of the ladder. If it is not tall enough, you are using the wrong ladder.
- The ladder should reach a minimum of three feet above the "point of support" and should be secured at this point.
- When using extension ladders, abide by the 1:4 rule. This means if you are using a 12 foot ladder, the base should be three feet from the structure. Some ladders provide a picture guide on the ladder itself to assist you in this. When using a stepladder, make sure the folding cross braces are locked in the proper position before you step onto it.

- Always face the ladder when ascending or descending, and have both hands free to grasp it securely. If you need tools, they should be carried in a tool belt or pulled up with a rope once you have reached your destination.
- Remember the "3-Point Rule": At least two hands and one foot, or two feet and one hand, should be in contact with the ladder at all times.
- Keep your body between the side rails of the ladder. This reduces the chance of tipping it over and/or falling off.
- Do not climb higher than the third rung from the top on straight or extension ladders or the second tread from the top on stepladders.

Move-In and Move-Out:

- Exhibit materials must be securely crated and/or packaged to avoid damage during move-in and move-out. Palletizing is strongly recommended and larger crates should have wheels mounted on them.

Vehicles:

- Exhibitors and any associated personnel who wish to have a vehicle in their exhibit space must inform Show Management of their intent and purpose and receive authorization.
- Motor vehicles or gasoline powered equipment on the show floor that are a part of the show and are remaining in the building, must have battery cables disconnected, locking gas caps and the gasoline tank must be ¾ full.

Electrical:

- Exhibitors and any associated personnel are not allowed to install any electrical wiring devices on-site other than regular extension cords. All on-site wiring and connections must be done by the show contractor. Forms are available on-line.
- Extension cords must be of the three-prong type (i.e.: grounded) and must contain wires of the proper size to carry the electrical load. Cube taps or cube tap extension cords are not permitted.
- If you require any special power requirements, please request this when speaking with exhibitor services.
- Ensure that only CSA approved electrical equipment or equipment approved by the designated Provincial Authority is used. UL approved equipment is not legal in Canada. It must be ULC.
- Ensure that electrical equipment is in good working order.
- In the event of an emergency ensure that the main power source is easily and quickly accessible.
- Use warnings and barricades to alert unqualified employees of temporary electrical hazards that may endanger them.
- During move-in, there may be a considerable amount of debris, water and snow on the floors that can cause potential injury. We ask that exhibitors and any associated personnel be continuously aware of their surroundings and alert to potential electrical hazards.

Dock and Loading Zone Safety:

- Comply with any rules intended to separate pedestrian traffic from forklift traffic.
- Exhibitors and any associated personnel are not authorized to operate a forklift anywhere on the show floor.
- Ensure that all trucks and other vehicles are parked in a way that will prevent trailer creep or premature departure of the vehicle from a loading dock (use dock locks or wheel chocks or other vehicle restraining devices).
- Ensure that compressed gas cylinders conform to CSA standards and be handled according to regulations. Gasoline engines on mobile equipment shall only be re-fuelled outdoors.
- Ensure a process and communication system is in place to ensure that there is no unscheduled or early departure of a truck from the dock prior the completion of the loading/unloading.
- Do not allow trucks or any other vehicles to idle in dock areas.
- Loading and unloading of small vans should be carried out at a street level dock or a specially designed ramped dock. If a standard raised dock must be used, consider temporarily or permanently blocking off adjacent docks to eliminate risk from trailers backing into areas where people are working. Also, use wheel chocks behind the van's wheels to prevent the van from rolling back potentially crushing someone between the van and the dock.
- Ensure spotter or vehicle escorts are used as required to ensure safe movement of vehicles.
- Vehicles entering an enclosed Dock area should be free from snow and ice.
- Do not allow pedestrians in trailers while a forklift truck is loading/unloading. The likelihood of being crushed by a forklift is greater in tight spaces.
- Limit the stacked height of materials in staging areas, especially if pedestrians will be working around the material. Also leave sufficient access aisles between rows of staged material if employees may be required to inspect or otherwise access the material.
- If employees need to climb down into the dock area ensure proper ladders or stairs are provided and used.
- Keep the dock areas clean and free of debris.
- Ensure all employees working the Dock area use personal protective equipment such as safety shoes, gloves and reflective vests.
- Ensure employees are dressed appropriately for hot, cold, wind, rain environments and have access to warming and cooling areas as well as drinking water.
- Train employees on proper material handling and lifting techniques.
- Ensure employees comply with all dock safety rules at all times during move-in and move-out.

Enforcement of Rules and Regulations:

- Any infraction of these "Safety Rules and Regulations" can result in you being removed from the show. In this event, your booth fee will be forfeited.

Interpretation of Rules and Regulations:

- The event manager and the facility reserve the right to make such changes, amendments and additions to the rules and regulations that are considered necessary for the safe conduct of events and will inform you of these changes. Interpretation of these “Rules and Regulations” will rest with the facility and event manager and this decision is final.

(Note to Exhibitors: Any contractor involved in the set-up of your display must receive a copy of these Rules and Regulations. If you would like a copy e-mailed to your contractor, please contact Show Management.)