



TDVL SITE RULES

The below applies to **all** suppliers and contractors working on site at Tobacco Dock. This information should be shared with all staff and representatives prior to their arrival on site. Failure to adhere to the guidelines may result in individual or team ejection from the venue.

VENUE CONSIDERATIONS

- Every necessary precaution must be taken to protect the property of TDVL and the Venue.
- No activity must take place prior to formal notification from The Client or TDVL that a Venue Sign In/Condition Report has been completed for the relevant space.
- As a Grade I Listed venue, **no attachment, fixings, or alterations** can be made to any part of the fabric of the building.
- Tobacco Dock is a **no smoking/vaping** site. All smoking breaks should be taken in the designated (event specific) smoking area communicated as part of the site induction.
- Parking is not permitted on any loading bay; vehicles should be loading/unloading or move clear of the loading bay. Pedestrian movement should be closely monitored for safety and no items are to be left unattended on the loading dock.
- All suppliers must bring their own **rubber wheeled** trolleys, pallet trucks or similar to site. TDVL do not keep any on site for use.
- Use of service corridors for the storage of any equipment is strictly prohibited at all times. **All walkways, access points and exits must be kept free from obstruction.**
- Food and beverage purchased outside of the venue is not permitted on site and entry will be refused accordingly.
- Supervisors/Team Leaders should make themselves known to the TDVL Duty Operations Manager on arrival at and departure from the venue.
- Any damages must be reported to The Client and TDVL Duty Operations Manager immediately.

HEALTH & SAFETY

- TDVL requires that all work be conducted in compliance with all applicable health & safety legislation.
- All staff agree to abide by the health & safety policies and procedures of TDVL including those related to the venue and also those briefed directly to them by The Client whilst onsite.
- **On arrival** all staff must complete the event specific induction (CDM/Health & Safety procedures) that has been put in place by The Client and/or TDVL **prior** to visiting any other areas of the venue or commencing activities.
- Any construction, renovation, maintenance or other work must be managed in a safe and effective manner and in line with **event specific RAMs** shared with TDVL pre-event (**no less than 28 working days prior**) and are subject to prior submission of the necessary Public Liability Insurance certificate.
- TDVL require **all staff to wear hi-vis jackets and closed toe shoes at all times** during build and de-rig stages. This requirement is in place regardless of the individual's role, perceived risk and/or location within the Event spaces.
- All contractors must thoroughly assess what Personal Protective Equipment (PPE), in addition to the above, is required to execute their duties.
- Anyone operating vehicles or plant equipment on or around site must have received appropriate training and be in possession of suitable certificates/licences.
- Any use of hazardous or regulated materials must be notified to and approved in writing by TDVL. Should the use be approved then they must be maintained or disposed of properly. Proper disposal of hazardous or toxic materials is a matter of critical concern to TDVL and will be strictly enforced. Paint cans, paint related materials and other containers of chemicals, solvents or other regulated or hazardous materials

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are the responsibility of the service provider and must be maintained or disposed of properly on an immediate ongoing basis.

- **Any and all incidents/accidents** that take place at the venue must be reported to TDVL's Duty Operations Manager.
- If an accident occurs that results in personal injury or property damage, the service provider shall immediately contact TDVL's Event Operations Team.

STAFF PRESENCE & BEHAVIOUR

- All contracted event staff & crew must arrive in a timely manner at the venue prior to the call time agreed with The Client.
- All staff are required to wear appropriate work wear. Articles of clothing must be neat and tidy in appearance, and cannot display offensive or inappropriate language, symbols or graphics. TDVL has the right to decide if such clothing is inappropriate.
- All staff must conduct themselves in a manner that is lawful, courteous, business like, and respectful of all clients, staff and guests.
- Individual's must not engage in behaviour that is rude, threatening, or offensive. Use of profane or insulting language is prohibited.
- Harassment of any type, including sexual harassment is strictly prohibited. Destruction of property, vandalism, littering, or physical abuse of anyone onsite are not permitted under any circumstance.
- All staff breaks must be notified to and agreed with The Client. During breaks event staff must not loiter on the show floor and should make their way to the staff welfare room or client allocated crew welfare room.

GENERAL

- The Service Provider is responsible for cleaning up the work area after completion of the work to the satisfaction of The Client and TDVL.
- Staff should keep the venue and surrounding area free from accumulation of waste materials or rubbish. Costs will be incurred for any waste or rubbish left in the venue without prior authorisation. Requirements to utilise venue waste facilities when disposing of unwanted materials must be agreed in writing with The Client where facilities have been provisioned, and/or TDVL.
- There is no parking available on site at Tobacco Dock however a public car park is available opposite the venue. This is managed by Yellow Park and opening timings/pricing should be checked via their website as TDVL have no jurisdiction with regards to this.

In addition to the points stated above all Service Providers agree to abide by all TDVL and applicable Venue policies and procedures as notified to you from time to time and in addition to responsibilities set out in the TDVL Partner & Supplier Compliance Agreement.