



On-site event safety checklist

Follow safe practices and protocols before, during, and after your event.

- ☑ **Use the proper tools**
Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.
- ☑ **Consider hardhats**
During the setup and dismantle of events there are often overhead hazards. Quite often, there are people working in lifts and catwalks above your head. If you are working in one of these areas, wearing a hard hat is recommended.
- ☑ **Be vigilant while on the show floor**
Be aware of your surroundings. It is imperative that event participants are not distracted and aware of their surroundings while walking around show site. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, machinery and equipment that are in use.
- ☑ **Set-up your booth with care**
Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.
- ☑ **Prepare with proper staff**
The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is not permitted by exhibitors or by their exhibitor appointed contractors (EACs).
- ☑ **Keep kids safe**
Children are strictly prohibited on the show floor during dedicated move-in and move-out times.
- ☑ **Consider moving vehicles around you**
Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.
- ☑ **Move around the show floor safely**
Skateboards and motorized equipment (motorized bikes, electric stand-up scooters and hover boards) are strictly prohibited at show site.
- ☑ **Check your materials**
Freeman does not ship or handle hazardous materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.
- ☑ **Steer clear of the loading docks**
Stay out of and off of all dock areas. These areas can be particularly dangerous to pedestrian traffic due to frequent equipment activity involving forklifts, trucks, trailers and motorized equipment.
- ☑ **Clear out your booth after the event**
Freeman is not responsible for any items left in the booth during or after the event.

Call Exhibitor Support at (888) 508-5054 with any questions or needs you may have about safety or visit [Freeman.com](https://freeman.com)