



## **SAFETY GUIDELINES**

IAAPA encourages a safe work environment for all show participants – attendees, exhibitors, installation and dismantle crews, contractors and subcontractors. Ultimately, it is the responsibility of the exhibitor to ensure the safety and safe work practices of their employees, contractors and subcontractors that may be working at the event on their behalf.

This guide provides a simple reference to the very basic rules for exhibiting upon the show floor. This guide does not outline every single safety standard, and is designed to be a supplement to the attendees and exhibitors. This guide is separated into *Pre-Show Requirements* and *During Show Requirements*. This guide references, but is not limited to, ASTM F24, EN13814, NEC, NFPA, and OSHA standards.

### **REFERENCE MATERIALS (INCLUDING BUT NOT LIMITED TO):**

[ASTM F2974-13 Standard Guide for Auditing Amusement Rides and Devices](#)

[ASTM F747-06 Standard Terminology Relating to Amusement Rides and Devices](#)

[ASTM F853-05 Standard Practice for Maintenance Procedures for Amusement Rides and Devices](#)

[ASTM F2374-10 Standard Practice for Design, Manufacture, Operation, and Maintenance of Inflatable Amusement Devices](#)

[ASTM F770-13 Standard Practice for Ownership, Operation, Maintenance, and Inspection of Amusement Rides and Devices](#)

[ASTM F1159-11 Standard Practice for Design and Manufacture of Patron Directed, Artificial Climbing Walls, Dry Slide, Coin Operated and Purposeful Water Immersion Amusement Rides and Devices and Air-Supported Structures](#)

[ASTM F1193-06 Standard Practice for Quality, Manufacture, and Construction of Amusement Rides and Devices](#)

[ASTM F2970-13 Standard Practice for Design, Manufacture, Installation, Operation, Maintenance, Inspection and Major Modification of Trampoline Courts](#)

[ASTM F2291-13 Standard Practice for Design of Amusement Rides and Devices](#)

[ASTM F2959-12 Standard Practice for Special Requirements for Aerial Adventure Courses](#)

[OSHA3662.pdf \(application/pdf Object\)](#)

[OSHA3660.pdf \(application/pdf Object\)](#)

[OSHA Fall Prevention - Fact Sheet](#)

[OSHA FACTSHEET PPE - ppe-factsheet.pdf](#)

[OSHA FACTSHEET Elect.Safety - elect\\_safety.pdf](#)

[OSHA FACTSHEET JOB-RELATED - factsheet-jobrelated.pdf](#)

[osha fact young workers.pdf](#)

NFPA.101. Life Safety (Copyright / License Protected)

NFPA.70. National Electrical Code (Copyright / License Protected)



## Pre-show Requirements

### AWARENESS

Situational awareness, being alert to your surroundings, is critical to personal safety during the Pre-show and floor set up. It is the responsibility of all exhibitors, their employees and contractors, to ensure their personnel safety during move-in, set-up, during the show and finally tear down.

Man lifts, fork lifts, people movers, bicycles, heavy equipment and even tractor trailers are in constant movement and pose a risk for injury. Aisle congestion, and the accumulation of trash and debris also pose a potential trip hazard risk.

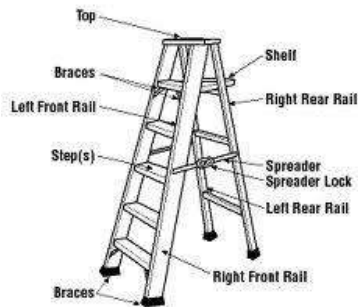


### SET UP HAZZARDS

Ladder usage poses a potential risk. Unsafe ladder practices:

- NOT using a ladder; using chairs, crates, etc.
- Over-reaching
- “Walking” a ladder rather than moving it
- Working above the rated step. No more than 3 rungs from the top
- Undersized ladders
- Damaged ladders

Safety First!!!



Ladder Riding Hazards





**MAN LIFTS & SCAFFOLDING**

If you are using a man lift or scaffolding system, the user **MUST** employ an OSHA approved safety harness/restraint system.

It is always preferred to use hard hats.

A spotter on the ground level should be used.



**ON-SITE MODIFICATIONS**

Under no circumstances, welding and/or grinding any structure, device, etc., will be allowed.

Should welding or grinding be necessary, the object will have to be removed from the show floor to an approved outdoor area.

Any such welding will need to be done by a Certified Welder, and the house may require a separate fire watch while this is being done.





### TRIP HAZARDS

It is the responsibility of each exhibitor to be certain to remove trip hazards as soon as possible in and around your booth (including aisles).

- Packing materials and crates
- Trash
- Extension cords
- Debris
- If carpeting is loose or presents a trip hazard contact a Pico representative immediately
- Wooden boards with protruding fasteners must be removed from traffic areas and stored securely



### COMBUSTIBLES

Under NO circumstances are bottled gases allowed on the floor by the exhibitor.

Thatch type roofs and umbrellas must have a flammability certificate on file with the safety inspectors.

Exhibitors are required to provide smoke detectors and fire extinguishers for covered booth spaces per the [OCCC guidelines](#).







### FENCING REQUIREMENTS

Exhibitors with dynamic devices and static devices which may be demonstrated without riders, must have the proper fencing system surround the entirety of the device.

The fencing must meet the ASTM F24 4/42 standard. The fence must be 42 inches tall and not have any openings greater than 4 inches.

There must be a minimum of 36 inches from the fencing to the furthest point of the device in operation.



### SIGN REQUIREMENTS

Each dynamic device must have proper instructional signs. These signs should include but are not limited to:

- Entrance
- Exit
- Height and Health requirements
- Information about the ride
- Device name and individually numbered cars.





### **ELECTRICAL SAFETY REQUIREMENTS**

Refer to the IAAPA “White Paper” on the full guidelines on electrical safety available, located [online](#).

Be aware of proper connections, the use of power strips, extension cords and cord ratings. No “daisy chaining” of strips or cords is allowed.

An extension cord may be connected to the power source with a multi strip adapter plugged into the extension cord.

It is not permissible to connect multi strip adapters to another multi strip adapter.



### **AUDIENCE PARTICIPATION SAFETY FORM**

All exhibitors must complete the [Audience Participation Safety Form](#) in advance of the show.



**During Show**

**BOOTH REQUIREMENTS**

The exhibitors are required to remain in their booth for the duration of the show. Exhibitors are not allowed to use the aisles for any reason, including demonstrations of their goods.



**DAILY INSPECTION PROCESS**

Every exhibitor’s space is evaluated each morning prior to the show opening. If the space is acceptable a green “GO” card is placed. If there is a safety issue, a red “NO GO” card is placed with a description of the potential hazard. This must be corrected prior to the show opening.

Dynamic devices are required to provide the Safety Inspectors with a daily checklist for their device, as well as attend a mandatory operator review session Monday, the day prior to show opening.





**DYNAMIC WAIVERS**

It is strongly recommended that each operator of a dynamic device employ a signed waiver from each participant on the dynamic device, and retain these records until the end of the show, or if requested by the safety team or IAAPA staff.

**DYNAMIC/STATIC PERMITTING**

Devices that are Dynamic will require proper insurance coverage, copies of all manuals on file with the safety team, a daily inspection checklist, a daily review by the safety team, and an identifying green Dynamic device permit. This permit sticker must be visible for the safety team and IAAPA staff, and is numbered and registered in the Safety Office.

The process is similar with the Static devices, however they receive a red Static permit, this permit sticker must also be readily visible for staff needs and is a clear indicator that there is NO ridership.







**INFLATABLE REQUIREMENTS**

All inflatable devices, whether they are Dynamic or Static, MUST be deflated at the end of each day.

All blowers must be clear of any obstructions to air flow. It is preferred that silencer boxes for the fans remain open or not used at all during the expo.

All dynamic inflatables must be tied down/weighted down in accordance with manufacturer requirements. Inflatable devices in outdoor amusements must ALL have proper tie downs/weights.



**CONCLUSION**

Is something unclear? Please ask. When it comes to show safety, there are no wrong questions.

The Safety Inspectors and Floor Managers are easily identifiable and want to help you have the best show possible!

If you miss them at your booth on-site, visit the Safety Office (located in the CLM Entertainment booth) or the Floor Managers office (located behind IAAPA Central).

If you have any questions during the planning period, please contact IAAPA at [exhibitors@IAAPA.org](mailto:exhibitors@IAAPA.org) or the Safety Consultant at +1 (888) 777-9499 or +1 (401) 383-2468.