



IAAPA
EXPO ASIA

THE ATTRACTIONS INDUSTRY'S PREMIER EVENT IN ASIA.

CONFERENCE: 8-11 June 2020 | TRADE SHOW: 9-11 June 2020

MACAO, CHINA

Safety Guidelines 安全指南

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.

国际游乐园及景点协会鼓励大家为所有展会参加者提供安全的工作环境，包括参观者、参展商、安装和拆卸工人、承包商和分包商。

归根结底，参展商有责任确保代表其在展会现场工作的员工以及承包商和分包商安全并采用安全的工作方法。

本指南简单地列出一些在展厅展览须遵守的基本规定，以供参考。本指南并未列出所有安全标准，只是供参观者和参展商使用的补充信息。

本指南分两个部分：*展会之前的要求*和*展会期间的要求*。

本指南的参考标准包括但不限于 ASTM F24、EN13814、NEC、NFPA 和 OSHA 标准。

REFERENCE MATERIALS (INCLUDING BUT NOT LIMITED TO): 参考资料（包括但不限于）：

[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

展会之前的要求

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.

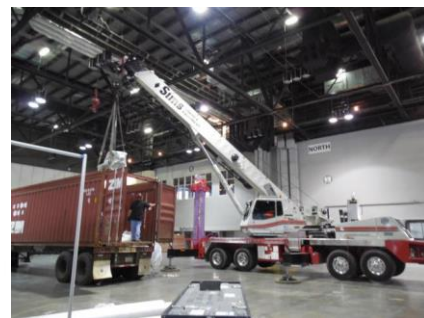
安全意识

展会之前和展厅布置期间，环境意识（指对周围环境保持警觉）对确保人身安全有重要意义。

布展、设置、展会期间和最终撤展时，所有参展商、参展商员工和承包商都要负责确保其工作人员安全。

升降梯、叉车、搬运车、脚踏车、重型设备和拖车都在不停的运动中，都有可能造成伤害。

过道拥挤、堆放垃圾和杂物也有可能使人绊倒，造成危险。





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

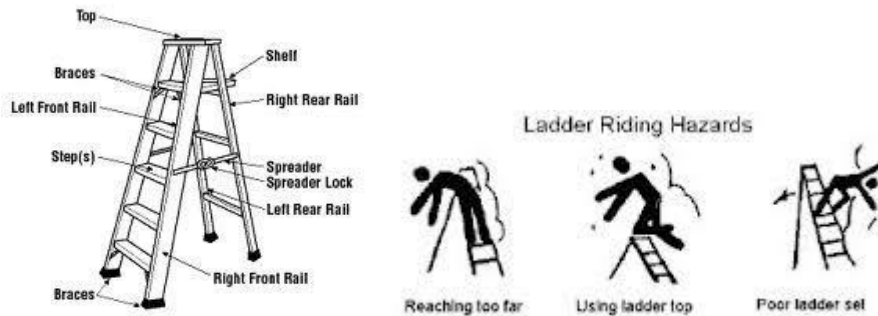
Safety First!!!

展位布置风险

梯子的使用构成潜在风险。不安全的梯子使用方法：

- 不用梯子；而是用椅子、板条箱等
- 要伸手触及的东西太高
- “踩着”梯子走而不是搬着梯子走
- 在超出安全范围的梯级上操作。离顶部最多只有 3 级横档
- 梯子尺寸太小
- 梯子损坏

安全第一！





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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.

升降梯和脚手架

如果您要用升降梯或脚手架，使用者必须采用经 OSHA 批准的安全吊带/约束系统。

最好全程戴好安全帽。

地面上必须有固定装置。



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.

现场修改

任何情况下都不允许焊接和/或打磨任何结构、设备等。

必须焊接或打磨时，您要将相关物件搬到展厅外允许焊接或打磨的户外地点操作。

任何此类焊接都要由持照焊接人员完成，在此期间，相关场所可能需要另行安排消防观察人员。





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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 AMC representative immediately
- Wooden boards with protruding fasteners must be removed from traffic areas and stored securely

绊倒风险

各参展商有责任确保尽快清除展位内和展位周围（包括过道）的危险因素，以免任何人因此绊倒。

- 包装材料和板条箱
- 垃圾
- 延长线
- 杂物
- 若地毯翘起或有可能让人绊倒，请立即和 AMC 代表联系
- 木板上有凸起的紧固件时，不得将其放在人流密集处，而应当存放在安全的地方



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.

可燃物

参展商任何时候均不得将瓶装煤气带入展厅。

茅草类屋顶和伞型装置必须向安全检查员提交易燃性证书。



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.

围栏要求

若展品为不需骑乘演示的动态设备和静态设备，参展商必须围绕整个设备建立合适的围栏系统。

围栏必须符合 ASTM F24 4/42 标准。围栏必须达到 42 英寸高，且开口的宽度不得超过 4 英寸。

围栏和操作中的设备的最远点之间至少应有 36 英寸的距离。



SIGN REQUIREMENTS

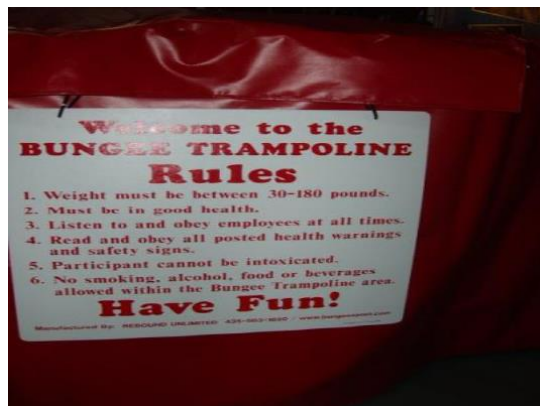
Each dynamic device must have proper instructional signs. These signs should include but are not limited to:

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

标志要求

每台动态设备都必须配备适当的说明性标志。这些标志应当包括但不限于：

- 入口
- 出口
- 高度和健康要求
- 骑乘信息
- 设备名称和独立编号的车辆。





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.

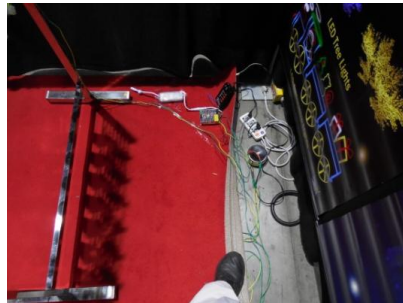
电气安全要求

请参考国际游乐园及景点协会网站上的“白皮书”，了解有关电气安全的全部规定。

注意正确连接，正确使用电源板、延长线和电线的额定值。禁止采用“菊花链”方法使用电源板或电线。

可以用插入多功能电源适配器的延长线连接电源。

不允许将多功能电源适配器和另一个多功能电源适配器连接。



AUDIENCE PARTICIPATION SAFETY FORM

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

观众参与安全表格

所有参展商必须于展会前提交[观众参与安全表格](#)。

During Show 展会期间

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.

展位要求

参展商在展会期间必须始终位于展位之内。参展商不得为任何理由使用过道，包括商品演示。



DAILY INSPECTION PROCESS

Every exhibitor's space is evaluated each morning prior to the show opening. If the space is acceptable a Dynamic Permit card is placed. If there is a safety issue, a red 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.

日常检查程序

展览会开幕前每天早晨都会评估每个参展商的展位。如果空间符合安全规则，会收到动态许可证卡。如果存在安全问题，则会收到一张红色卡，上面描述了潜在的危險，必须在展览会开幕前对此进行更正。

展示动态设备的参展商需要每天向安全督导员提供其设备的检查清单。



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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.

动态设备免责声明

强烈建议动态设备的各位操作员请每位参与动态设备活动的人签署书面免责声明，并保留这些记录直到展会结束，或根据安全团队或国际游乐园及景点协会工作人员的要求保存。

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.

动态/静态设备许可证

动态设备必须投保适当的保险，并向安全团队提交所有手册副本、每日检查对照表、安全团队每日审查表以及绿色的动态设备许可证。该许可证必须贴在安全团队和国际游乐园及景点协会工作人员可以看到的的地方，并带有安全办公室的编号和登记号。

其流程和静态设备类似，但静态设备收到的是红色静态设备许可证，该许可证也必须贴在工作人员随时可以看到的的地方，它明确说明该设备不可骑乘。



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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.

充气设备要求

所有充气设备（不论动态还是静态）在每天展览结束时都必须放气。

所有鼓风机都不得妨碍空气流通。展会期间，最好始终开着风扇的消音箱或不要使用风扇。

所有动态充气设备都必须按照厂商的要求绑缚/坠以重物。所有户外充气设备都必须妥善绑缚/坠以重物。



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

如果您在计划期间有任何疑问，请通过 Exhibitors@IAAPA.org 与 IAAPA 联系，或通过+1（888）777-9499 或 +1（401）383-2468 与安全督导员联系。