



Emergency Evacuation Instructions

The Emergency Alarm Signal is a siren accompanied by one of two audible messages:

"Your attention please. Your attention please. Due to an incident it is necessary to evacuate the building, please make your way to your nearest emergency exit."

"Your attention please. Your attention please. The Fire Alarm has been activated, please make your way to your nearest emergency exit."

On hearing this alarm signal you should:

1. Leave the area directly following emergency signage to your **NEAREST** emergency exit.
2. Make your way to your nearest fire assembly point without re-entering the building in alarm.

On arrival at an assembly point:

1. You will be met by a member of the P&J Live Team
2. You will be given instruction on what to do next

Remember:

Stay calm and follow any instructions by any members of the P&J Live Team

- 1. Do not use lifts or escalators to leave the building**
- 2. Do not stop to collect personal belongings**
- 3. Do not return to the building until directed by an authorised person**

SITE INDUCTION

FLOATING OFFSHORE WIND 2026

SHOW NAME:	FLOATING OFFSHORE WIND 2026	
SHOW OPEN DATES:	7 October 2026	09:00 – 19:00
	8 October 2026	09:00 – 16:00
VENUE:	P&J Live, Aberdeen	
AREAS IN USE:	Halls A, B, C	

It is mandatory for a representative from all Exhibitor, and Contractor, companies to complete the [Health & Safety Form](#) to confirm the site induction has been read, and understood, by everyone coming on site.

High visibility vests MUST be worn during build-up and breakdown.

EMERGENCY NUMBER

In the event of an emergency please call the Venue Event Manager, **Craig Paterson**, on **+44 (0) 07435 942812**. He will contact the appropriate service within the venue.

IMPORTANT SITE RULES & REGULATIONS

THINK about your safety and the safety of others when working on site.

PERSONAL PROTECTIVE EQUIPMENT should be worn as identified by signage in different areas OR as identified in your risk assessment. High vis vests must be worn in the hall, and on the lorryway/loading areas, during build-up and breakdown. Open-toed shoes and/or sandals will not be accepted on site during build-up and breakdown.

EMERGENCY PROCEDURES should be read and understood, and are explained in this document.

EMERGENCY GANGWAYS a plan showing the emergency gangways can be found in the organiser's office. Items must not be placed in these areas.

TRAFFIC could be moving around the halls, and certainly around the loading areas. Take care, when walking around the site, and always ensure you are wearing high vis when in the loading areas.

WORKING AT HEIGHT should only be undertaken following a proper assessment of the work involved as required by the Work at Height Regulations 2005.

LATE WORKING is not permitted.

HOUSEKEEPING should be a priority when working on site. This will ensure that your work does not affect other stands working around you, as well as keeping your general working area clean and tidy.

HEALTH AND SAFETY FLOOR MANAGERS are on site to monitor all working practices and give advice where necessary. Dangerous practices will result in a one-hour suspension from site. Continued bad practice will result in your removal from site.

SMOKING & E-CIGARETTES are not permitted within the halls at any point during the show and should only be used in the designated smoking areas externally from the halls.



IMPORTANT INFORMATION

BUILD UP AND BREAKDOWN OPERATING HOURS

	SPACE ONLY STANDS	SHELL SCHEME STANDS
BUILD – 5 October	10:00 – 20:00	No access
BUILD – 6 October	08:00 – 20:00	10:00 – 20:00
BREAK – 8 October	16:30 – 22:00	16:30 - 18:00

These times are subject to change; any changes will be notified on site.

GENERAL INFORMATION

ACCESS & DOORS	When CDM is in operation, access into the halls will only be permitted with a valid wristband, which can be collected from the Security if the H&S Form has been submitted for your stand. Outside of CDM operating times, access into the halls will be on production of a valid Exhibitor Badge.
CATERING / BREAK AREAS	During the build-up and breakdown, there will be catering outlets open to purchase refreshments.
CDM	CDM (Construction Design Management) came into effect in April 2015. Further information can be found in the online exhibitor manual .
FIRE EXITS	Fire Exits are clearly signed around the venue. Please ensure you familiarise yourself with the nearest exit to your stand.
FIRST AID	First aid cover will be available during operating hours throughout the duration of the event. In an emergency, please contact any member of security or phone the Venue Event Manager, Craig Paterson, on +44 (0) 07435 942812.
ORGANISER'S OFFICE	The Organiser's Office is open and manned throughout the tenancy period according to the operating hours.
TOILETS	Toilet facilities are available on the main concourse.