Safety Precautions at Your Trade Show Booth

It also helps to coach your team on the steps needed to create a safe environment at your trade show booth. Precautions should be taken during set-up and takedown as well as during the show.

Exhibition management often requires that you use the labor unions they hire to do your “heavy lifting” and other tasks at an event. Make sure your team knows they need to comply with labor rules.

In addition, it’s essential that you and your team follow other safety rules and regulations established by event management. Review these guidelines with your staff, and consider including the following safety measures in your organization’s safety plan:

- When your staff is responsible for assembling your trade show display, team members should follow set-up instructions exactly.
- Double check that the display is stable and level, and that all connecting components, bolts and screws are secured properly.
- Only keep the amount of supplies and product at your booth as allowed by show regulations, and keep stored items away from potential fire hazards.
- Clear your booth space and the surrounding area of debris if labor hasn’t been hired to do so.
- Size up your booth for tripping and slipping hazards – cords, wiring, trade show flooring, boxes, liquid spills – and make sure trouble spots are fixed.
- Assign booth staff members designated times throughout the show to perform a walk-around to ensure the booth is hazard-free.
- Never leave the booth unattended during show hours.
- Provide a checklist of lock-up and end-of-day duties for your team. Then designate who will be responsible for completing the checklist each day.
- Keep a well-stocked first aid kit at your booth at all times.

Once you have compiled your trade show safety policy and checklists, meet with staff to review the recommendations and address questions or concerns. The team will likely offer additional tips and strategies they use to stay safe during their travels and on the trade show floor. Add these items to your safety guidelines if appropriate.