



Maple Valley Chamber of Commerce

32 Timberlake Road ● Geneva, IL 60134-0133 ● (708)555-0111 ● Fax (708)555-0112

Safety items for the Expo:

Set Up:

- Tape down electrical cords and computer cables—especially those that will extend in walkways.
- Tape any rough edges on tables—especially tables that will be at the ends of aisles.
- Hang banners high enough so that attendees will not walk into them.
- Hang balloons high enough and keep enough air in them so they will not obscure the line of sight or so that attendees will not walk into them.
- Keep aisles clear of boxes or other clutter.
- Do not allow display stands to extend into aisles.
- Check electrical cords for tears or fraying.
- Use safety (3-prong) electrical outlets.
- Use correct lifting procedures.
- Use surge protection on computers or other electronic equipment to protect against power surges.
- Tape edges of carpets or tears in carpets.

In Case Emergencies:

- Locate fire extinguishers closest to your booth (or better yet, provide your own at your booth).
- Locate fire exits closest to your booth.
- Locate the first aid station in the convention center.
- Provide necessary safety gear for attendees if your product or service warrants it.
- Alert everyone in your company who will be in charge of your booth to these safety suggestions.