

Thank you for choosing to exhibit at PLASA Focus Leeds 2023.

This document contains all the information you will require to prepare your stand and have a smooth-running event.

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If you have any queries, the Operations Team are available to assist prior to the event on the contact details below. The team will be based in the Organisers' Office on-site for any assistance you need during the show.

## ORGANISING TEAM CONTACTS

Operations	Marisa Beckman	+44 (0) 7798 643 414	<a href="mailto:marisa@inovent.co.uk">marisa@inovent.co.uk</a>
	Lianne Newton	+44 (0) 330 118 0250	<a href="mailto:lianne@inovent.co.uk">lianne@inovent.co.uk</a>
Event Manager	Sophie Atkinson	+44 (0) 7789 872 733	<a href="mailto:sophie.atkinson@plasa.org">sophie.atkinson@plasa.org</a>
Marketing	Freya Hopcroft	+44 (0) 1323 524 122	<a href="mailto:freya.hopcroft@plasa.org">freya.hopcroft@plasa.org</a>
	Megan Vandyke	+44 (0) 1323 524 122	<a href="mailto:megan.vandyke@plasa.org">megan.vandyke@plasa.org</a>
Sales	Jamie Mould	+44 (0) 1323 524 149	<a href="mailto:jamie.mould@plasa.org">jamie.mould@plasa.org</a>
Stand Services	Creative Live	+44 (0) 1676 545 410	<a href="mailto:sales@creativelive.uk">sales@creativelive.uk</a>

## SHOW TIMETABLE

BUILD UP		
Day	Hall Open	Stand Type
Monday 8 May	0800 – 1800	All Stands

EXHIBITION OPENING TIMES		
Date	Hall Open	Show Open
Tuesday 9 May	0600 – 1730	1000 - 1700
Wednesday 10 May	0800 – 2000	1000 - 1600

Due to the bank holiday on 8 May, exhibitors who wish to arrive early on Tuesday can access the venue from 0600.

BREAKDOWN		
Date	Times	Stand Types
Wednesday 10 May	1630 – 2000	All Stands

\*Breakdown will commence once the Site Manager has declared it is safe to do so.

# ACCESS INFORMATION

## Venue address:

Royal Armouries Conference & Events  
Armouries Drive  
Leeds  
LS10 1LT

## Driving to the venue:

All vehicles should arrive via the road to the rear of the Holiday Inn Express using the directional signage in place as you approach the Royal Armouries.

On arrival at the venue, traffic marshals will greet you, and you may be asked to move to the venue's local marshalling area until space at the venue becomes available.

## Unloading

On arrival to the venue, each exhibitor will be met by the traffic management staff and introduced to a member of staff with a trolley. They will load off onto the trolley (or trollies) as required. The venue member of staff will then take the trolley to their stand.

## Parking

Once the vehicle is unloaded it will need to be moved to either the Van Parking site, or the car park behind the venue.

There is a purpose-built multi-storey car park for **car parking** approximately 100m from the venue entrance. This is a 24-hour manned, CCTV monitored, secure car park. Once you have unloaded your stand material, we advise you to use this facility. Should you park anywhere else then you do so at the risk of being clamped by the appropriate authorities.

High sided vehicles will not be permitted into the car park due to height restrictions of 2.1 meters.

**Van parking** (for vehicles above 2.1m only) is close by – Car Park B, Elland Road, Leeds LS11 0ES. There is a time tabled shuttle bus to return you to the venue, which is free of charge to exhibitors and contractors.

If you need further information regarding van parking, please contact the venue using the details below.

T: +44 (0) 1132 201 990    e: [venuehire@armouries.org.uk](mailto:venuehire@armouries.org.uk)    w. [click here](#)

## Deliveries

Please ensure that deliveries are scheduled when someone will be on-site to receive them. If you are unable to guarantee this, please consider using DSV as they will be on-site - and will only deliver once someone is there to receive the goods.

Please note that if a delivery needs to be offloaded with a forklift or if assistance is needed with manual offloading, please contact Jesse James using the details below:

t: +44 (0) 121 780 2627    e: [jesse.james@dsv.com](mailto:jesse.james@dsv.com)

Please note that we cannot accept deliveries before 7<sup>th</sup> May.

## SHELL SCHEME STANDS

The most popular stand at the show is a Shell Scheme Package, which provides a complete package of items for your stand.

Within the package you will receive:

- Shell scheme stand and any diving walls required
- Grey cord carpet
- Fascia with a nameboard
- Electrics – 3kw socket & 2 X 120w spotlights
- Furniture – either package A or package B

You can opt out of various options via the Package order form, which you can access through the Ezone.

Please do not fix, screw, or drill into the venue's walls or floors. Charges will apply to any associated damages, as well as paint spillage and failure to remove large items of rubbish.

Shell scheme exhibitors are also reminded that they are responsible for all shell scheme panels, and will be charged for any damages through inappropriate fixings, painting panels etc.

## SHELL SCHEME GRAPHICS

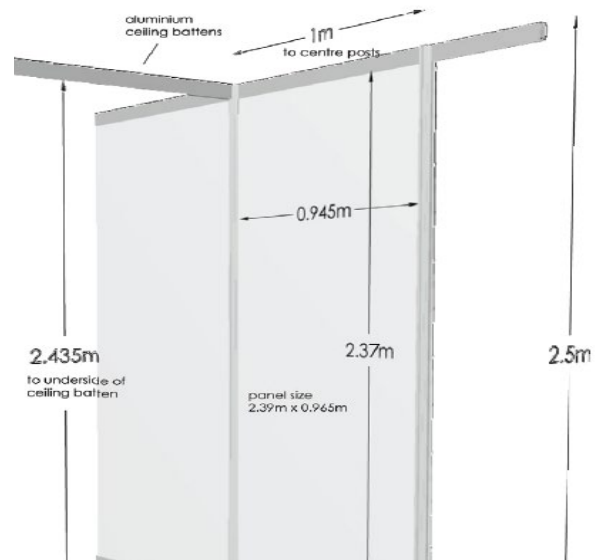
Shell Scheme stands are built with white panelled walls. To design an eye-catching stand, there are several options to add graphics to these walls.

- Full graphic clad, offering you an uninterrupted graphic display for your shell scheme walls.
- Individual graphic panels, for each 1-meter wide panel. This offers you full height graphics, whilst allowing additional materials to be fastened to other panels.
- MDF Clad, allows you to choose the colour of your walls and to pin, staple, glue and nail exhibits to the wall.

All the above options can all be supplied by our official supplier, [Creative Live](#).

Alternatively, you can add your own posters, graphics and other materials to the walls using double sided Velcro, sticky pads or similar fixtures that will not leave a residue.

If you are designing graphics for individual panels, you should consider that the seen size for graphics is 0.945mx 2.37m.



## SHELL SCHEME FURNITURE

Each 6m<sup>2</sup> shell scheme unit includes 1 table, 2 chairs and 1 waste bin. There are 2 options for you to choose from:

**Option A:** 1 x rectangular trestle table with a white tablecloth, 2 white chairs and 1 waste bin.

**Option B:** 1 x white round table 2 white chairs and 1 waste bin.

To choose your furniture package please login to the Creative Live ordering site via the e-zone. If you do not require the furniture from your package please note this on the Package order form. The show is sold on a package basis so no refunds will be given if the furniture is not required.

**PLEASE NOTE:** If Creative Live do not receive the furniture option by the deadline of 4 April, Option A will be automatically delivered to the stand and there will be no possibility to exchange onsite.

## BOOKING SHELL SCHEME ADDITIONS

If you wish to upgrade any elements of your stand, book additional furniture, graphics or electrics please email E: [sales@creativelive.uk](mailto:sales@creativelive.uk) or visit the online ordering system via the E-Zone.

## SPACE ONLY TRUSS STANDS

This section is for exhibitors that have chosen to take space only and will be building their own Truss Stands.

Please note: No space only custom build stands are permitted at Plasa Focus Leeds. Simple modular systems are permitted but the build height is restricted to 2.5m.

If you would like to discuss or clarify any of the above, please contact Lianne Newton e: [lianne@inovent.co.uk](mailto:lianne@inovent.co.uk)

### Plan submission for truss scheme stands:

All plans for the building of a Truss Stand must be submitted by 27 March 2023.

Plans should be submitted by email as PDF files along with a Method Statement and Construction Phase Plan to e: [lianne@inovent.co.uk](mailto:lianne@inovent.co.uk)

Please note: No truss construction will be allowed to commence unless written approval has been obtained from the Organisers.

### Truss Stand Height Allowance:

Up to a maximum height of 3 meters where possible\* and this height limit will be enforced.

\*Please note that in the Royal Armouries Hall, there are some areas of the hall where the maximum height is 2.5m. If you are in the Royal Armouries Hall and you intend to build your own truss scheme stand, please contact e: [lianne@inovent.co.uk](mailto:lianne@inovent.co.uk) to confirm the max height for your stand space.

### Display units:

Pop-up displays are permitted.

Please note: ALL plans are subject to final approval by the Organisers and permission to commence build may be denied if the stand isn't in keeping with Plasa Focus Leeds.

## TIPS FOR DESIGNING YOUR STAND

When designing your stand, you need to make the most of the space you have - there are several tried and tested ways to give your stand more impact:

- Assess the likely traffic flows around your stand and establish points of interest that will make visitors stop in the aisles.
- Make your stand open and inviting.
- When a crowd develops at your stand, make sure visitors can see your products over the heads of others.
- Ensure your message is clear and your company name prominent so that visitors in other aisles are aware of your presence.
- Ensure you have enough room to display your products and literature and entertain and talk to clients on your stand.
- Ensure there is somewhere to store items - cluttered and messy stands are uninviting.

There are also logistical issues to consider:

- Your stand must be designed so it can be erected and dismantled within the time and space available.
- We would also ask that stands be designed in a way that allows access for wheelchair users.

# A-Z GENERAL INFORMATION

## Accommodation

Event Express have secured a number of hotel rooms close to the venue which have favourable rates and flexible terms. Please contact Event Express using the details below:

## Admission Policy

t: +44 (0) 1905 732 737

e: [reservations@eventexpressuk.com](mailto:reservations@eventexpressuk.com)

w: [online form](#)

Entry is free to all visitors who register for the event.

This is a trade-only event, as such we are unable to admit anyone under 16 years of age.

All visitors must cooperate with the security system and all bags are liable to security searches.

Name badges must be worn at all times.

## Badges

### Exhibitor Badges:

Your exhibitor badges can be ordered using the Registration Portal, which you can access in your E-Zone. The badges can be printed at home or will be available for collection onsite. If you require any amendments or additional badges this can be done at the registration desk onsite.

Exhibitor badges are valid during the build-up, open period and breakdown and you will need to ensure that your team wear their badges when they are in the halls.

### Contractor Wristbands:

Contractor Wristbands can be collected onsite from security on the door. Contractor Wristbands are valid throughout the build-up and breakdown. They are to be used by contractors or anyone who only requires access during these times.

## Banners and Rigging

Rigging is not permitted at this event. If you need anything above your stand it will need to be supported by a structure that sits on the ground.

## Children

Children under the age of 16 are not permitted in the halls at any time during the show build up, open period, or break down. Persons under the age of 18 but above the age of 16 are not permitted during build up and break down.

## Cleaning

Stands will be vacuumed each evening ready for the show to open the following morning. Please note that surfaces and exhibits will not be cleaned.

## Code of Conduct & Retail Policy

- Exhibitors are not permitted to hand out leaflets or conduct business at the entrances to the event, in the gangways or any other part of the exhibition hall unless written consent from the Organisers is obtained.
- The gangways used in this venue are the minimum permissible by law. Please plan your space accordingly and always keep your exhibits inside your stands.
- Exhibitors are not permitted to sell from their stand without the express permission of the Organisers in advance of the show.

Any exhibitor wishing to sell from their stand should make an application in writing to the Organisers no later than one month in advance of the show so that each application can be judged on an individual basis.

- The Organisers reserve the right to allocate and re-allocate space for these companies appropriately.
- The Organisers reserve the right to refuse permission for sales to be made from an individual stand.

Whilst PLASA Focus is a trade show, each application received by the Organisers to sell items will be treated on an individual basis. The following criteria will be applied:

The application to sell does not contradict the trade show ethic. In general terms this is where the trade exhibition provides trade buyers (the visitors) a forum to meet trade suppliers and manufacturers (the exhibitors).

The PLASA Focus show is not a retail opportunity to sell product to non-trade buyers and end users.

Please note that products must not;

- pose a security issue.
- affect other manufacturers exhibiting at the show.

## Disabled and Less Able-Bodied Visitors

Please ensure that your stand and exhibits are easily accessible to all visitors. Disabled persons should be provided with the same service, on the same terms and to the same standard that is provided to others. It is unlawful to not make a reasonable adjustment for a disabled person. Your risk assessment should cover disabled visitors, and we recommend that your staff are aware of your disabled facilities on offer.

Further details about the Equality Act, and how you can obtain copies of the act, can be found on the Government Legislation Website. Please follow this link: <http://www.legislation.gov.uk/>

There is a drop off point, close to the disabled parking spaces 100 metres from the museum entrance across Armouries Square which is an open level paved area.

## Exhibitor Tea and Coffee

Tea, coffee, and water will be provided on the show floor throughout the open period for both exhibitors and visitors.

## First Aid

In a First Aid emergency, assistance should be obtained via any member of the PLASA Focus Team, security staff or the Organisers' Office.

## Food and Drink

If you would like to serve food and /or drinks on your stand you will need to purchase this from the venue caterers Royal Armouries Conferences and Events. Please contact the Royal Armouries on the details below:

If you would like to serve drinks on your stand you will need to purchase these from the venue caterers Royal Armouries (International). Please contact the venue on the details below:

In addition to this, you will need a personal licensee for your stand. Please indicate on the [Stand Information Form](#) if you intend to supply alcohol.

t: +44 (0) 1132 201 990 e: [venuehire@armouries.org.uk](mailto:venuehire@armouries.org.uk) w: [click here](#)

## GDPR

The General Data Protection Regulation 2016/679 is a regulation in EU law on data protection and privacy for all individual citizens of the European Union and the European Economic Area. It also addresses the transfer of personal data outside the EU and EEA areas.

Please be aware that we may pass on your nominated contact's details to our official suppliers and partners to enhance your experience at our events. This could be (for example) stand construction partners, electricity, and internet providers and for furniture etc.

We have a legitimate interest to provide you and your company's details to our suppliers and partners because these services are required for a seamless exhibition experience, and it is in your interest to be provided with this information.

The suppliers that your nominated contact's details will be shared with are listed on the official contact's page. If you prefer us not to share these details with our suppliers and partners, please unsubscribe by emailing e: [freya.hopcroft@plasa.org](mailto:freya.hopcroft@plasa.org)

## Internet and WIFI

There is general Wi-Fi access throughout the hall which is sufficient for checking emails etc. but not for you to rely on for using on show presentations or streaming etc. If you need any specific, secure or maintained connections, please order this with the venue who are contactable on the details below:

t: +44 (0) 1132 201 990 e: [venuehire@armouries.org.uk](mailto:venuehire@armouries.org.uk) w: [click here](#)

## Insurance

In accordance with the Rules and Regulations of PLASA Focus Leeds, exhibitors are reminded that they must take out adequate insurance cover including employers and public liability insurance. You will, on request, provide us with a copy of your insurance policies and other evidence to confirm that the policy is in force, and you will inform us immediately if such insurance ceases to be maintained.

Your personal valuable portable equipment, such as tablets and mobile phones, should always be kept under supervision. Whilst we take every precaution, we are not responsible for damage of loss to stand fittings and exhibits.

## Lifting, Handling & Storage

DSV Solutions have been appointed as the official contractor for lifting, handling and storage at PLASA Focus Leeds. The advantage of having the show official contractors is that they will be onsite during the build-up and breakdown periods of the show and are easily accessible.

t: +44 (0) 121 780 2627 e: [jess.james@dsv.com](mailto:jess.james@dsv.com)

Please note there is no storage available - you will need to factor this into your stand build.

## Music

PPL PRS Ltd administer a joint licence called The Music Licence. This will mean anyone wishing to play recorded music publicly - such as bars, offices, and music venues - will only have to sign one agreement. This will then cover them for the performing rights in both recordings and songs.

For more information visit <https://pplprs.co.uk>

## Risk Assessment

Under UK law, you are required to undertake a risk assessment, however we will not request to see this unless you notify us of a specific risk within your Construction Phase Plan or Stand Information Form.

All exhibitors who are constructing their stand or arranging for someone else to construct on their behalf should ensure that a Construction Phase Plan has been carried out. Your Construction Phase Plan will serve as a useful tool to ensure you and anyone around you is safe.

CDM 4 Events is a good website explaining what is and is not required and by whom. They also have some good online templates that will assist you in providing the correct information. [www.cdm4events.org.uk](http://www.cdm4events.org.uk)

If you have any questions regarding this, please contact Lianne Newton via e: [lianne@inovent.co.uk](mailto:lianne@inovent.co.uk).

## Security

Neither the Organisers, the venue nor the sponsors accept any responsibility for damage or loss of any properties introduced by the exhibitors and/or their agents/contractors. Exhibitors are especially warned that the exhibits are the sole responsibility of the exhibitor to whom they belong. Exhibitors should arrange their own insurance against all risks. The strongest possible precautions against pilferage should be always taken.

Although every reasonable precaution is taken, and the hall is patrolled day and night exhibition halls are vulnerable and the Organisers can accept no responsibility for any loss or damage which may occur to your staff or property from any cause. Please consider these security tips when planning your stand:

- Contact the Ops team for advice on how to secure any vulnerable/valuable items.
- Do not leave items unattended at any time during the build-up, the open period or breakdown.
- Do not leave the venue until all visitors have gone each evening.
- Think about how you position desirable items, especially where you may not be able to keep an eye on them.
- Always secure desirable and valuable items. Typically, these are plasma screens, laptops, mobile phones, and handbags.
- Ensure you have enough staff so that your area is not vulnerable to thieves and do not ask anyone else to watch over your property while you go for a break. They may become busy and not be able to keep an eye on it.
- Remove all portable items of value each evening where possible, especially on show close evening. Do not leave them until the following day for collection.
- Arrive in time for the show opening each day. Ensure your stand is staffed at least 15 minutes before the show opens, but remember the halls open early each day (please check timetable at the front of this document) for maintenance and re-stocking.
- Use a lockable cabinet to store your personal possessions during the show open hours.
- Consider using a night sheet.
- Hire an alarm for your area if you have valuable or portable items.
- Ensure your insurance arrangements cover you for this exhibition.

If you are a victim of theft, please report the matter immediately to the Ops team on site.

## Site Rules and Induction Special Effects

Please pay careful attention to the Site Rules & Induction and ensure they are circulated to all stand staff and contractors.

If you wish to have any special effects, smoke machines or strobe lighting on your stand please submit the Stand Information Form ASAP.

## Special Risks

PLEASE NOTE: smoke machines are not permitted in the Royal Armouries Hall.

If you would like to have any of the activities below taking place on your stand during the show please forward a risk assessment and stand layout showing where the activity will be taking place to e: [lianne@inovent.co.uk](mailto:lianne@inovent.co.uk).

Please note that most of the activities below will require specific licences or authorisation from the venue or local authority.

- Alcohol serving (restrictions apply)
- Animals

- Dangerous & obnoxious substances, including flammable oils, liquids & gases, compressed gases / acetylene / LPG, as well as hot surfaces & naked flames
- Gambling
- Hazardous noise
- Hazardous processes or substances
- Preparation, cooking and dispensing of food
- Radioactive substances
- Seating (closely seated audiences) & seminars
- Simulators & rides
- Special effects, including lasers, real flame, smoke machines & strobes
- Special treatment (invasive- breaking the skin, e.g. ear piercing & non-invasive touching skin, e.g. massage
- Temporary structures
- Vehicles
- Visitor participation that may expose them to risks that would not normally be associated with visiting an exhibition hall
- Water equipment and features
- Weapons
- Working machinery & apparatus

### Storage

Please note there is no storage available for this show. You will need to factor this into your stand build.

### Waste

Anything that would not normally go in a black bin bag is classed as *unreasonable waste* and will need to be removed from site by yourself or your contractor or plan with the venue cleaners to remove it.

All your waste must be removed from your stand before you leave the site. Any items left behind intentionally OR unintentionally will be treated as waste and disposed of at the end of the tenancy - the cost for removal will be passed onto you.



# SUSTAINABILITY

PLASA Leeds is committed to delivering a sustainable event and we encourage our exhibitors and contractors to make sustainability a key consideration. So, whether you are a fully-fledged sustainability champion or you are new to the topic, we have collated some useful points and actions that will allow you to succeed in planning towards a more sustainable.

## Catering:

- Use reusable cups and glasses.
- Use paper packaging wherever possible.
- How many plastic containers can you “save”?

## Design and Construction:

- Sustainability should be a fundamental part of your plans leading up to exhibiting. The best stand design doesn't always require the most materials.
- Ask your stand builder to provide you with information about how they are reducing the environmental impact of your stand, and how they measure that reduction.
- Source environmentally friendly materials, avoiding those which will end up in landfill. Timber is used extensively in stand building, so insist your stand builder uses timber which carries the Forest Stewardship Council trademark, or which has been recycled already.
- Design for re-use and re-purposing of materials – find new ways to utilise materials which have previously been part of displays/attractions and are surplus to requirements at the end of the event. Design your stand to make best use of energy efficient lighting e.g. LED
- Maximise prefabricated components in your design which can be used again and can be built/ dismantled efficiently.

## Energy and Resources Consumption:

- How many devices you are powering on your stand – are they all necessary?
- Manage energy consumption by incorporating low voltage LED lighting into your plans.
- Minimise the use of water wherever possible.

## Printed Material and Collateral:

- Are there more sustainable options available?
- Research the materials you are going to use on your stand – can they be safely and effectively used again?
- Reduce your printed literature by switching to digital options e.g., on-stand displays that can be easily cleaned and/or handouts made available by USB or email.
- Minimise the amount of printed material distributed and reuse excess marketing material after the event e.g., don't put a date on printed items so they can be used the following year.
- Take home what you don't use!
- Consider using local suppliers – this supports local businesses and reduces your carbon footprint.
- Use paper packaging rather than plastic.
- Use recycled paper wherever possible or FSC certified paper.

## Transport:

- Encourage all stakeholders to use public transport rather than taxis.
- Encourage car-sharing by setting up a car share scheme; report how many miles and how many journeys saved – can you incentivise this?
- Team up with a carbon offsetting company and devise a mechanism for your all your stakeholders to get involved with carbon offsetting – there are lots of different companies including a UN programme. <https://offset.climateutralnow.org/registerresult/2>

## Waste:

- Minimise your waste
- Plan what can be recycled – how, when and where?
- Utilise recycling bins that are available appropriately

## Suppliers:

We encourage exhibitors to use and contract PLASA Leeds 2023 recommended suppliers. Working with companies that are already collaborating with the event/business can reduce your environmental impact because you will benefit from shared transport/labour.

# KEEPING YOURSELF AND OTHERS SAFE

## Health & Safety Overview

This section details all the health & safety information that you must consider when designing, building, and operating your stand at the show. Health and Safety is an important issue at events and as such it is vital that you read the following information carefully and ensure that you and your staff, as well as any contractors that you employ adhere to the provisions fully.

This section is designed to give you sufficient guidance to discharge your responsibilities. Guidance, however, can only go so far and you have a legal duty to ensure that your operations do not compromise health and safety. Failing to do so can lead to prosecution and other legal sanctions. If you are unsure you are urged to contact the Operations Manager. Please do not leave health and safety issues to the last minute. The earlier we have your information the better the support we can give you.

Below, we have set out our responsibilities under the prevailing legislation and under the auspices of the Health and Safety at Work (etc.) Act 1974 and The Equality Act 2010, together with subsequent Regulations, Amendments and Approved Codes of Practice. As a business and an exhibitor, you are also required to ensure that your attendance at the event is conducted in a way that exposes you and those around you to the minimal possible risk.

You must complete the health and safety section on the exhibitor requirements form and provide details of insurance if you haven't taken out recommended insurance. A detailed and suitable and sufficient 'Risk Assessment' for your attendance at the event - with focus on the build-up and breakdown processes.

### Introduction:

The exhibition halls are an ever-changing environment with constant construction and dismantling of exhibitions and different layouts for each event. This means that there are hazards peculiar to the industry.

This brief is intended as a basic guide to the generic hazards found in the halls. It does not cover any specific event. Anyone working on a specific event should consult the risk assessment for the event held by the Organiser/promoter and the halls event management department. It is intended as a general Health and Safety brief for anyone who may have cause to enter the exhibition halls.

### Who is at risk?

Everyone working in or passing through the halls is at risk to some extent. Those whose work is in the halls are at risk due to their constant exposure. Those who do not normally work in the halls will be at risk because the environment will be unfamiliar, and they will be less aware of the day-to-day hazards.

### Who is most vulnerable?

- Persons with little or no knowledge of the halls.
- New and expectant mothers may be especially at risk and should not work in the halls without a specific Risk Assessment to cover their activities.
- Young persons (aged 16 - 18) have a lower perception of risk in general and should be subject to a specific Risk Assessment to cover their activities. Children under the age of 16 must not be allowed in the halls during build up and break down.

### Managing the Risk:

- The safest way to deal with risk is to avoid it altogether. Unless there is no alternative do not use the halls as a transit route especially during build up and break down. If you have no business in the halls, simply avoid them.
- If you must go into the halls reduce the risk by making yourself aware of the hazards. Obey safety signs and never cross barriers into prohibited areas. Avoid areas of obvious risk e.g. overhead working.
- Lastly, always wear PPE where designated e.g. hard hats in hard hat areas. *Note:* PPE should always be a last resort. It is better to avoid risk altogether.

### Beware of the following:

- The changing environment when moving from one area to another.
- Moving vehicles such as goods vehicles and forklift trucks especially in and around cargo doors. Reversing vehicles are particularly dangerous.
- Cable duct openings in the floor.
- Slip, trip hazards on the floor, particularly plastic sheets (which can be very slippery) and trailing cables.
- Sharp objects and nails in wood which can pierce ordinary footwear.

## Hazards to be aware of

**The Management of  
Health & Safety at  
Work Regulations  
1999**

- Falling objects - avoid areas of overhead working.
- Suspended wires. Often there are wires and other objects hanging at below head height.
- Not all exits will necessarily be open. The only fire exits open are those with signs illuminated.
- Partially built structures which may not be stable.
- Over exposure to noise levels which could be damaging to hearing.

These require additional action to be taken in order to ensure compliance, namely:

- Suitable and sufficient risk assessments must be completed, all significant risks must be identified with suitable and sufficient control measures put in place.
- Appointment of competent persons in health and safety.
- Establish and implement emergency procedures.
- Co-operation and co-ordination in shared workplaces.
- Provision and sharing of information.

**Construction  
(Design &  
Management)  
Regulations 2015**

Since the HSAWA Act in 1974, event Organisers have calculated the risks associated with the construction and deconstruction of events and enforced controls to ensure that all employees, contractors and visitors were provided with a healthy and safe working environment while onsite. In April 2016 the Construction Design Management (CDM) regulations came into force in the UK to further regulate the industry and ensure that safety is the highest priority. It is now the responsibility of Organisers, as principal contractors, to do all that is reasonably practicable to prevent personal injury and damage to property, and to protect everyone from foreseeable work hazards at all locations.

Co-operation and participation of all employees, exhibitors, contractors and sub-contractors is essential to obtain high standards of safety practices.

**Health and Safety  
Dos and Don'ts**

**Below is a list of various things to consider, but in terms of keys risks within the build-up and breakdown phases please carefully consider the following:**

- Awareness of vehicles in the loading bays/unloading areas
- Awareness of how to work safely at height - please take the time to look at [www.stop-the-drop.co.uk](http://www.stop-the-drop.co.uk) and brief your teams.

**Please also consider the following points:**

**Accidents:**

Report accidents or near misses to the Organisers immediately.

**Alcohol & drugs:**

Any persons found to be under the influence of alcohol or drugs will be asked to leave the site immediately.

**Disabled Access (the equality act 2010):**

Please ensure your stand is easily accessible to all visitors. Disabled persons must be provided with the same service that is provided to others, and it is unlawful to not make a reasonable adjustment for a disabled person.

**Electrics:**

Do not mess with your electrics! All electrical installation work must be undertaken by the official electrical contractor unless it has been pre-fabricated off site.

**Fire & Emergency Procedures:**

Read the Fire & Emergency Procedures that are contained within the Site Rules & Induction.

**Fire Extinguishers:**

We provide extinguishers based on the number required by the fire officer - please do not move them. If you require a specific type of fire extinguisher, please let us know.

**Food Safety:**

Use the venue caterer for the provision of any hospitality. If you are sampling, please notify us using the Stand Information Form.

**Ladders:**

Use the right ladder for the job, fix at a 1:4 angle - be aware of the Working at Height Regulations. Contact e: [lianne@inovent.co.uk](mailto:lianne@inovent.co.uk) for further advice.

**Manual Handling:**

Think before lifting - stand as near to the object as possible / bend your knees / keep back straight / grasp the load firmly / lift with your legs / hold the load closely to the centre of your body.

**Personal Protective Equipment (PPE):**

Wear a hi - vis vest in the unloading areas. Wear the right clothes and shoes for the job you are doing, and the environment you are in.

**Rubbish:**

Do not keep it on your stand - it is a fire hazard. Contact the Organisers to arrange disposal.

**Staff:**

Make sure your staff are briefed properly about the risks to be aware of and have read and understood the Site Rules and Induction.

**Vehicle Movement:**

Be careful when you arrive and are unloading. There are traffic marshals to assist you.

**Weird and Wonderful Features:**

Contact the Organisers if you are having a water feature, massage, any special effects, anything that causes excessive heat or light, animals or children.

**Working at Height:**

If you are working at height, you must use the correct equipment and know how to use it safely:

[www.stop-the-drop.co.uk](http://www.stop-the-drop.co.uk).

**Young persons:**

Under 16s are NOT permitted during the build-up and breakdown of the event.

## ASSESSING YOUR RISKS

Risk Assessments can often seem daunting but may not need to be as complex as you might think. It may be useful to have a look at our tips to start you off...

**Split the event into parts:**

- Build up
- Open days
- Breakdown

**Think about who is affected by your stand / activities:**

- Your staff
- Your contractors
- Visitors to your stand
- Neighbouring stands

**Think about what hazards could be involved to people at the above times:**

- Build-up - vehicles moving around the halls, lifting boxes, trip hazards, working at height, electrics stand build etc.
- Open Days - tiredness, influence of alcohol, trip hazards, flashing lights, layout of stand etc
- Breakdown - similar hazards to build up but may be worth considering the risks of wanting to get home speedily i.e. rushing, everyone else rushing etc.

**Evaluate the risks:**

- Can the hazard be removed completely or done in a different way?
- If the risk cannot be eliminated, can it be controlled?
- Can protective measures be taken that will protect the entire workforce on-site?

**Risk assessment document:**

- Write down all of the above!
- Pass on information about significant risks to those people identified.
- Record what measures you have taken to control these risks.

**Review during and after:**

- Try and assess as you go along.
- Anything that you change onsite can be added in for your next event.

**Remember, it is your legal responsibility to undertake a sufficient Risk Assessment and notify the Operations Manager of any significant risks.**

The Organisers may request to see your written Risk Assessment during the show, and should an incident occur on your stand you should be able to produce it immediately for the local Authority or Health and Safety Executive to investigate.

# OFFICIAL CONTRACTORS & ORDER FORMS

## Accommodation:

Event Express +44 (0) 1905 732 737 [Reservations@eventexpressuk.com](mailto:Reservations@eventexpressuk.com) [Event Express](#)

## Carpet:

Creative Live +44 (0) 1423 814 730 [sales@creativelive.uk](mailto:sales@creativelive.uk) Online ordering system via the E-Zone

## Catering:

Royal Armouries (Int) +44 (0) 1132 201 990 [venuehire@armouries.org.uk](mailto:venuehire@armouries.org.uk)

## Cleaning:

Royal Armouries (Int) +44 (0) 1132 201 990 [venuehire@armouries.org.uk](mailto:venuehire@armouries.org.uk)

## Electrics:

Creative Live +44 (0) 1423 814 730 [sales@creativelive.uk](mailto:sales@creativelive.uk) Online ordering system via the E-Zone

## Furniture:

Creative Live +44 (0) 1423 814 730 [sales@creativelive.uk](mailto:sales@creativelive.uk) Online ordering system via the E-Zone

## Graphics:

Creative Live +44 (0) 1423 814 730 [sales@creativelive.uk](mailto:sales@creativelive.uk) Online ordering system via the E-Zone

## Logistics - freight, lifting, customs:

DSV Logistics +44 (0) 121 780 2627 [jess.james@dsv.com](mailto:jess.james@dsv.com)

## Shell Scheme Name Panel:

Creative Live +44 (0) 1423 814 730 [sales@creativelive.uk](mailto:sales@creativelive.uk) Online ordering system via the E-Zone

## Parking:

Royal Armouries (Int) +44 (0) 1132 201 990 [venuehire@armouries.org.uk](mailto:venuehire@armouries.org.uk)

## Shell scheme extras / graphics:

Creative Live +44 (0) 1423 814 730 [sales@creativelive.uk](mailto:sales@creativelive.uk) Online ordering system via the E-Zone

## Stand plan inspections:

Inovent +44 (0) 330 118 0250 [lianne@inovent.co.uk](mailto:lianne@inovent.co.uk)

## Telephone and internet:

Royal Armouries +44 (0) 1132 201 990 [venuehire@armouries.org.uk](mailto:venuehire@armouries.org.uk)

## All forms are available in your E-Zone.

### Compulsory Forms:

Stand Information

### Deadline

4 April 2023

### Compulsory Forms for Shell Scheme Stands:

Shell Scheme Name Panel

### Deadline

4 April 2023

Shell Scheme Package Selection

4 April 2023

### Optional Forms:

Accommodation

### Deadline

4 April 2023

Carpet

4 April 2023

Catering

4 April 2023

Electrics

4 April 2023

Furniture

4 April 2023

Shell Scheme Graphics & Extras

4 April 2023

Logistics - Freight, Lifting, Customs & Storage

4 April 2023

Vehicle Parking

4 April 2023

Shell Scheme Extras

4 April 2023

### Plan Submission:

Truss Stand Plan Submission

### Deadline

28 March 2023