

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:

t: +44 (0) 1905 732 737

e: reservations@eventexpressuk.com

w: [online form](#)

Admission Policy

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

Children under the age of 16 will not be permitted, however, students of senior school age (11+) may attend for educational purposes if accompanied and supervised by a responsible adult.

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 created using the Visit Connect 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 & 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 must not be allowed in the halls during build up and break down.
- During the open period children under the age of 16 will not be permitted, however, students of senior school age (11+) may attend for educational purposes if accompanied and supervised by a responsible adult.

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 Leeds 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).

PLASA Focus Leeds 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 Leeds 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 w: [click here](#)

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

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

If you prefer us not to share these details with our suppliers and partners please unsubscribe by contacting marketing@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 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. We may ask you to provide us with a copy of your insurance policies and other evidence to confirm that the policy is in force, and you must let us know if the policy ceases to exist or is renewed.

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: jesse.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

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 theft 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 Operations 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: marisa.beckman@plasa.org

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 & noxious 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.