



Pre-Show Information

The following information is designed to assist you in finalising preparations for your stand. If you have any queries, please do contact us on the numbers included.

Don't forget to come to the **PLASA Focus Show Party** on Tuesday 14th May at the Roxy, in association with

THE INSIDE
STORY

Have you remembered...?

Please take a moment to check your orders for electrics, furniture, AV etc. Although most deadlines have now passed, it is still possible to place last minute orders. We advise exhibitors to order any outstanding requirements in advance of the exhibition.

We would always recommend using our official contractors, as we are able to assist in rectifying any issues that may arise. External contractors will generally not be on-site throughout the build-up, open period or breakdown of the show, and therefore are less able to react.

Access Information – Unloading & Parking

Please ensure that anyone coming to site has a copy of the Site Rules. You can find them in your e-zone.

When using a Satellite Navigation System please use the postcode: LS10 1LT

Accessing the venue

There are now strict parking restrictions around the venue, but you should arrive at the venue as normal. If necessary, you may be directed to a local holding area until space becomes available.

Unloading

The venue is now providing operational support to all exhibitors during build up.

When you arrive to unload you will be met by the Royal Armouries traffic management staff and introduced to a member of staff with a trolley. They will assist you to offload your goods onto the trolley (or trollies) as required. The member of staff will then take the trolley to your stand whilst you take your vehicle to the appropriate parking site.

Parking

Once the vehicle is unloaded you will need to move your vehicle to either the Van Parking site, or the car park behind the venue, depending on the size of your vehicle.

- Van Parking is at Car Park B, Elland Road, LS1 1 OES.
- Car Parking is in the multi storey behind the venue

Badges and Passes

Exhibitor badges are valid for the full duration of the show; please ensure that your team wear their badges when they are in the halls.

Exhibitor badges can be ordered using the Registration Portal, which you can access in your Ezone. 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.

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

CDM Regulations

All exhibitions now fall under a revised set of UK regulations, Construction Design and Management 2015 (CDM).

ALL EXHIBITORS MUST:

- Read the Site Rules Induction Form. You can download these [here](#)
- Ensure that all employees and contractors wear hi-vis throughout build-up and breakdown.
- Ensure that all employees and contractors wear suitable and sufficient footwear – this does not have to be steel toe capped boots, but they must wear sturdy shoes or boots with thick soles as a minimum. Trainers, open toed shoes, sandals, flip flops or any kind of slip on shoes will not be acceptable.
- You have a duty to communicate this system to them.
- Ensure you have considered any welfare issues such as catering, breaks, working hours etc
- CDM4Events is a good website explaining what is and is not required together with templates. www.cdm4events.org.uk

Catering – on your stand

If you would like to serve food and/or drink on your stand, you will need to purchase this from the Venue Caterers at the Royal Armouries Conferences & Events. If you intend to supply alcohol, you will need a personal licensee for your stand. Please contact the Venue. T: +44 (0) 113 220 1990 or E: venuehire@armouries.org.uk

Catering – exhibitor

Each exhibitor will receive catering vouchers for the PLASA Focus Outdoor Catering area – we are delighted to welcome the return of the BBQ, Stable Pizza Company, Greek Treats, Pause Coffee, plus a bar with live music provided by SOWA.

You will receive the following allocation, which will be delivered to your stand on Tuesday 14th May.

- Up to 12sqm – 2 food vouchers per day
- 12sqm – 24 sqm – 3 food vouchers per day
- 24sqm – 4 food vouchers per day

Tea and coffee will be provided throughout the day from the catering areas in New Dock and from the Vera Suite in the Royal Armouries.

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.

We will be maintaining enhanced cleaning measures with hand sanitizers on all entry doors as well as around catering & seating areas and in the toilets.

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 to your stand 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 at DSV. T: +44 (0) 121 780 2627 or E: Jesse.james@dsv.com

Please use the address below for deliveries:

PLASA Focus Leeds 2023
New Dock Hall / Royal Armouries Hall
(Company Name & Stand Number)
(Exhibitor Contact Name & Mobile Number)
Royal Armouries Conference & Events
Armouries Drive
Leeds, LS10 1LT

Please note the venue will not accept any deliveries prior to Sunday 12th May.

Exhibition Timetable

BUILD UP:

Day	Hall Open	Stand Type
Sunday 12 May	1000 - 1800	Truss stands
Monday 13 May	0800 – 1800	Truss Stands Shell Scheme Stands

- All stands must be fully operational and stand dressing complete by 0900 hrs on Tuesday 09 May 2023.

EXHIBITION OPENING TIMES:

Date	Show Open	Hall Open
Tuesday 14 May	1000 - 1700	0800 - 1730
Wednesday 15 May	1000 - 1600	0800 - 2000

- Power will terminate each night half an hour after the show closes, unless a 24hr supply has been specifically requested from the electrical contractor.

BREAKDOWN:

Date	Times	Stand Types
Wednesday 15 May	1630 - 2000	All Stands

- Breakdown will commence once the Site Manager has declared it is safe to do so.
- No exhibits should be removed until after the show has closed, nor will any contractors be allowed into the halls until this time. Please ensure that you have briefed your contractors accordingly.

Emergency Procedures

Please ensure that all staff coming to the event have read the Emergency Procedures. These are included with this email. There will also be a copy in the Organiser's Office on-site.

IN THE RARE EVENT OF A FIREARMS OR WEAPONS ATTACK

RUN – to a place of safety. This is a better option than to surrender or negotiate.

If there's nowhere to go then....

HIDE – Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can...

TELL – the police by calling 999 when it is safe to do so.

Download the Citizen Aid app or visit their website for more information about how we can help each other in the event of a major incident. For more information click [here](#)

Anti terror hotline: IT'S PROBABLY NOTHING BUT THE NUMBER TO CALL IF YOU NED IT IS **T: 0800 789 321**

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 located in the new dock foyer.

Health and Safety

PLEASE BE AWARE THAT UNDER NO CIRCUMSTANCES WILL PERSONS UNDER THE AGE OF 16 BE ALLOWED INTO THE HALL AT ANY TIME TIME DURING THE SHOW BUILD UP, OR BREAKDOWN.

You have a legal duty of care for the safety of anyone who may be affected by your activities. If you hire contractors to build or set up your stand, you are still vicariously responsible for their activities. Please review the full H&S information within the [Ezone](#).

There will be a Site Safety Manager on-site during build- up and breakdown, so please speak to them if you have any questions.

Parking

Cars

There are several car parks within walking distance of the Venue with a purpose built multi-storey car park onsite hosting 1250 spaces approximately 100m from the venue entrance. This is a 24-hour manned, CCTV monitored, secure car park. You can book this car park in advance using the Royal Armouries form, via your ezone.

Once you have unloaded your stand material, we would advise you to use this facility if your vehicle is under 2.1m in height. Should you park anywhere else then you do so at the risk of being clamped by the authorities.

Vans / Lorries / High Sided Vehicles

High sided vehicles will not be permitted into the car park due to height restrictions of 2.1 meters. The van parking (for vehicles above 2.1m only) is a 2 minute walk from the venue.

Crown Point Road opposite Ruth Gorse Academy, LS10 1HW

Booking car & van parking

To book please use the Royal Armouries form, located in your ezone.

The following tips will help you to complete the form

- Quantity – the number of vehicles you want to book in
- Number of days – the number of days parking you need – from 1 day to 4 days (Sunday – Wednesday)
- First delivery date – your arrival day
- Delivery time – estimated time of arrival at the car park (note this is NOT a delivery slot).

More information

If you require further information in regards to parking, please contact the Venue E: venuehire@armouries.org.uk

Security

Security personnel will be stationed around the Hall at all times. If you need assistance, please speak with one of the Security Officers or contact the Organiser's Office.

Please do not to leave any personal items such as handbags, briefcases, mobile phones, visible and unattended on your stand.

Creative Live Service Desk

Our appointed contractors will have a service desk at the front of the Royal Armouries Hall in the Churchill Suite. If you have any queries about existing bookings or wish to order additional items onsite, please go to the relevant service desk.

If you are located in New Dock, please go to the Organisers Office.

Storage

There is no storage available onsite, please consider this when planning the layout of your stand.

Wi-Fi

There is general Wi-Fi access throughout the hall which is sufficient for checking emails etc. but shouldn't be relied on for showing presentations or streaming etc. or taking payments. If you need any specific, secure or maintained connection, you can order this directly with the Venue.

T: +44 (0) 113 220 1990 or E: venuehire@armouries.org.uk

The Operations Team

The PLASA Ops team will be able to assist with any operational questions you may have in the final lead up to the show, and we look forward to seeing you in Leeds next month.

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