



**PENSIONS AND
LIFETIME SAVINGS
ASSOCIATION**

**EXHIBITOR
TECHNICAL
MANUAL**

ANNUAL CONFERENCE
15-17 OCTOBER 2024 | ACC LIVERPOOL

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Please find below all the information you need to exhibit at the PLSA Annual Conference 2024. This manual is designed to provide you with important, step-by-step instructions. Please read it carefully and contact beatriz.oliveira@plsa.co.uk or 020 7601 1739 should you have any queries.

As a show ready exhibitor, Full Circle will act as your exhibition stand contractor. If you anticipate appointing any, additional contractors outside of those supplied in this manual, please contact beatriz.oliveira@plsa.co.uk to discuss requirements.

Please note that adjustments have been made to the build guidelines of this event, if you have exhibited previously, please ensure you read the updated build guidelines.

All exhibitors and contractors on site must adhere to the [event's code of conduct](#) and [exhibitor terms and conditions](#).

EXHIBITION BUILD AND BREAKDOWN HOURS

EXHIBITION BUILD

SHOW READY STANDS

Monday 14 October 16:30 – 22:00

Tuesday 15 October 08:00 – 12:00 **No construction may take place during this time.**

Please note that CDM rules apply in the exhibition hall on Monday and appropriate PPE* must be worn.

Stands A2, A4 and A6, will be built as show-ready due to the location next to the loading bay. No space only stand build allowed for these locations.

EXHIBITION BREAKDOWN

Thursday 17 October 14:15 – 22:00

We remind you cannot commence packing up your stand until the official close of the exhibition at 14:15.

*PPE

During designated days/times of hard build up and breakdown all persons entering the exhibition hall must comply with the wearing of PPE (personal protective equipment). Contractors must wear hi-vis, safety footwear and if the need arises hard hats. If exhibitors need to access the exhibition hall during these times there is also a requirement for exhibitors to comply with the wearing of hi-vis, safety footwear or appropriate footwear dependent upon the level of construction in the Hall and related risks. During periods of "stand dressing" all construction will be completed and the wearing of PPE for exhibitors accessing the exhibition hall to "dress" their stands is relaxed.

EXHIBITION OPENING TIMES

Tuesday 15 October 13:00-19:30

Wednesday 16 October 09:00-17:30

Thursday 17 October 08:00-14:15

OFFICIAL COURIER FOR THE EVENT

DSV Fairs and Events is the official courier for the event. We recommend their services for freight, delivering and forwarding post event. Having one official courier for the event means that we can reduce the number of individual deliveries to site, therefore reducing the carbon emissions. Further details on services are available [here](#) and orders can be placed by filling [this order form](#) and emailing ricky.straw@dsv.com directly.

Courier shipments (up to 25 kgs) sent directly to a stand must be signed for by a representative from your company. Any courier shipments that arrive for an unmanned stand will automatically be diverted to DSV, who will sign for, store, and deliver your shipment when you arrive onsite, and handling charges will apply dependent on size/weight as per the handling tariff/[order form](#).

DELIVERIES

All deliveries to the event should be clearly marked with the following:

Stand name:

Stand number:

PLSA Annual Conference 2024 (15-17 October)

ACC Liverpool

Loading Bay 2

King's Dock,

Liverpool

L3 4FP

POST SHOW FREIGHT

We highly recommend using DSV Fairs and Events as your show courier. Should you wish for DSV Fairs and Events or a different company to take care for any returns, please ensure you have attached the returned labels to your parcels and take the freight to the loading bay area. Any Exhibitor using DSV Services once the freight is labelled it can be left on the stand and DSV Staff will come round to the stand and collect. Any items left on or near your stand for breakdown without the appropriate paperwork, not collected by **20:00** will be shipped by DSV Fairs and Events to their warehouse at a cost of £35.00 up to 25kg. Anything over this will be charged at a higher rate dependent of the size and weight of the shipment.

INFORMATION FOR SHOW READY EXHIBITORS

Please ensure you read and share this information with anyone working with you on the delivery of your Show ready exhibition stand.

SHOW READY STAND PARAMETERS

As a Show ready exhibitor your stand structure is created in the format of either Gold, Mini-Gold, Silver, Bronze, or White as outlined below. Your stand must meet the parameters of build for this stand type.

YOUR GOLD, MINI-GOLD, SILVER, BRONZE OR WHITE SHOW READY PACKAGE

As a Show Ready exhibitor, you pre-order your stand at the time of booking, as either a gold, mini-gold, silver, or bronze package. Please note that you can upgrade the package you selected up to **Friday 13 September**. Should you wish to upgrade your package, please contact beatriz.oliveira@plsa.co.uk.

Show ready gold, mini-gold, silver, and bronze exhibitors will receive an email from Full Circle to start the stand design process and any queries should go directly to Full Circle, through plsaannualconference24@fullcircleevenstsltd.co.uk, to confirm the design of their stand, furniture*, flooring**, and graphics design. You should get an answer to your queries within 48h.

Please note you will also receive your login details for the [exhibitor portal](#) from Full Circle. This will be one exhibitor email and one password for each stand.

If you have not received an email with your login details once Full Circle start the process, please contact plsaannualconference24@fullcircleevenstsltd.co.uk for your details.

The deadline for providing artwork for your graphics and confirming all stand details is **Friday 27 September**. The artwork specification for your stand graphics will be provided to you directly by Full Circle within one week of booking your exhibition stand.

Please note that show ready exhibitors with a gold, mini-gold, silver, or bronze package can upgrade their furniture from a bistro / bar table and stools / chair to a sofa chair the cost of this would be £250 + vat per package.

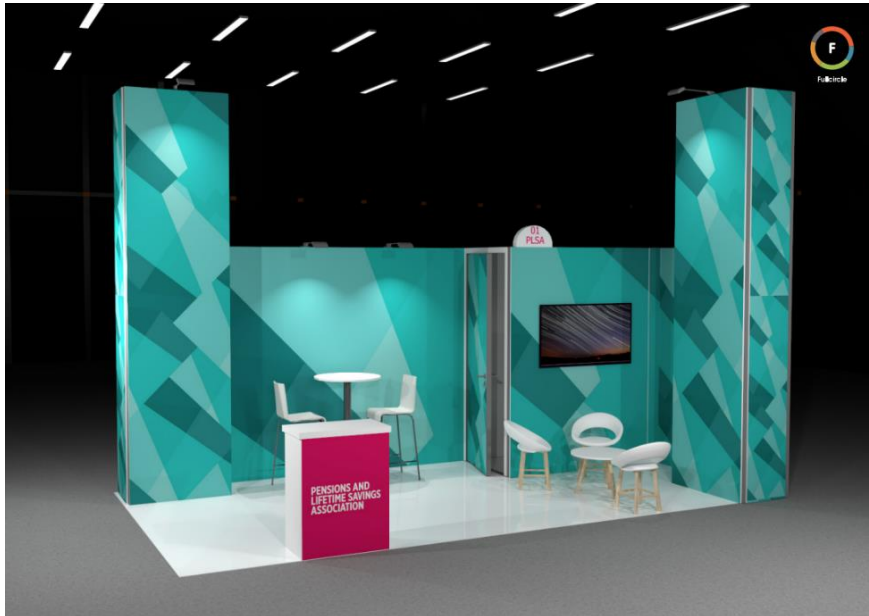
You can upgrade your stand flooring from £35 per sqm + VAT.

If you intend to build anything within your show ready structure (e.g. raised flooring), or request to have the walls removed, the stand will be treated as a space only and it will be necessary to meet the build criteria set for space only stands.

Solid walls are not permitted on the perimeter of any stand which faces an aisle.

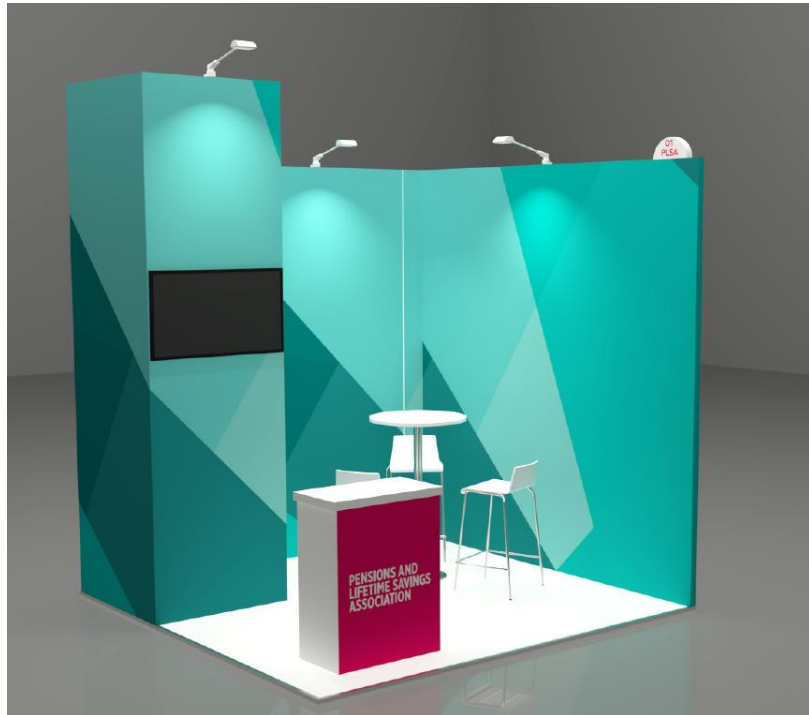
Where a stand faces an aisle, the open side must remain open and free from obstruction. Items may not extend into the aisles or protrude above the maximum build height.

SHOW READY GOLD STAND (based on 12sqm stands)



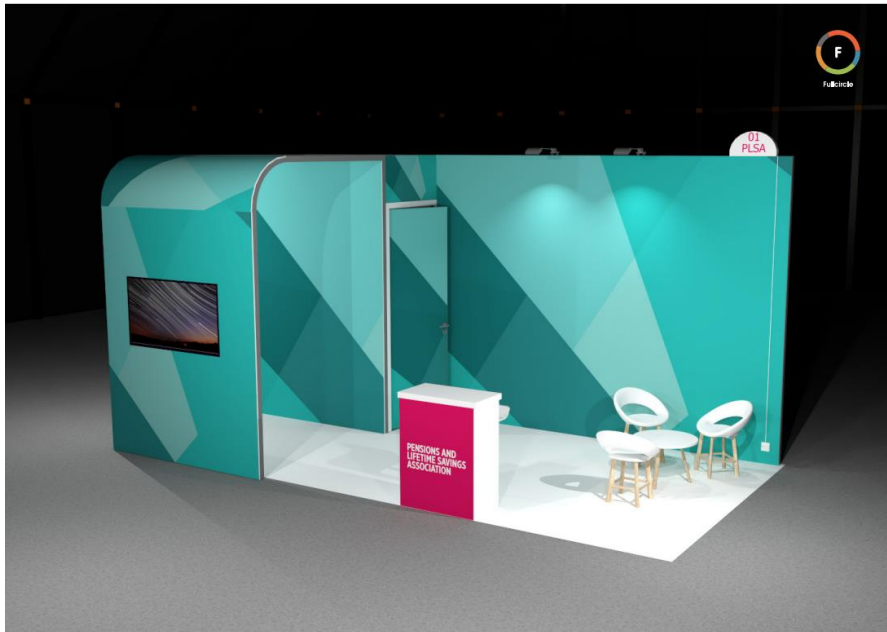
- ▶ 1, 2 or 3 wall(s) with 3, 2 or 1 open side(s) (depending on location of stand)
- ▶ ecoVISION frames with seamless graphics walls (3m high)
- ▶ 2 x 4m high columns each side of the open edges
- ▶ Storeroom (including vision panel and opening inwards (preferably) or opening outwards (against the rear wall))
- ▶ 43" screen
- ▶ Branded counter and 1 x stool
- ▶ Furniture package of 1 x high table and 3 x stools and 1 x bistro table and 3 x chairs per 9sqm of space
- ▶ Pack man number board with stand number
- ▶ Electrical package of 1 x long arm light per 3sqm of space and 1 x 500w socket per socket per 6sqm of space
- ▶ MDF pad for a wall mounted screen and socket
- ▶ Specify your carpet from a set of standard colours**

SHOW READY MINI GOLD STAND (based on 12sqm stands)



- ▶ ecoVISION frames with seamless graphics (3m high) with graphics
- ▶ 1 x 3.5m high column
- ▶ Storeroom (including vision panel and opening inwards (preferably) or opening outwards (against the rear wall))
- ▶ 43" Screen
- ▶ Branded counter
- ▶ Furniture package of 1 x high table and 3 x stools **OR** 1 x bistro table and 3 x chairs
- ▶ Pack man number board with stand number
- ▶ Electrical package space 1 x long arm spotlight per 3sqm of space and 1 x 500w socket per socket per 6sqm of space
- ▶ MDF pad for a wall mounted screen and socket
- ▶ 40mm flooring with standard cord carpet

SHOW READY SILVER STAND (based on 12sqm stands)



- ▶ 1, 2 or 3 wall(s) with 3, 2 or 1 open side(s) (depending on location of stand)
- ▶ ecoVISION frames with seamless graphics walls (3m high)
- ▶ Pack man number board with stand number
- ▶ Branded storeroom and overhead canopy either curved or straight (on this example the door does not incorporate a vision panel or open against the rear wall)
- ▶ 43" screen
- ▶ Branded counter and 1 x stool
- ▶ Furniture package of 3 x sofa style chairs and 1 x coffee table per 9sqm of space
- ▶ Electrical package of 1 x long arm light per 3sqm of space and 1 x 500w socket per socket per 6sqm of space
- ▶ MDF pad for a wall mounted screen and socket
- ▶ Specify your carpet from a standard set of colours**

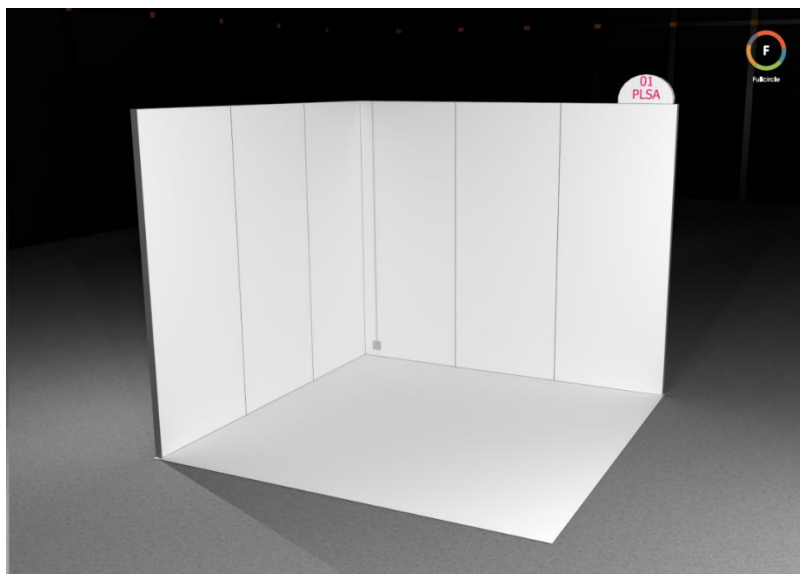
SHOW READY BRONZE STAND (based on 12sqm stands)



- ▶ 1, 2 or 3 wall(s) with 3, 2 or 1 open side(s) (depending on location of stand)
- ▶ ecoVISION frames with seamless graphics walls (2.5m high)
- ▶ Pack man number board with stand number
- ▶ Electrical package of 1 x long arm light and 1 x 500w socket per socket of space inc. mains and testing
- ▶ Furniture package of 1 x high table and 3 x stools or low bistro and 3 x chairs per 9sqm of space
- ▶ Branded counter
- ▶ Specify your carpet from a set of standard colours**

SHOW READY WHITE (based on 12sqm stands)

Your stand includes exclusively a white wall. To order any graphics, furniture, internet, electrics or catering, please follow the instructions below and the deadlines outlined in the table above.



Show ready White exhibitors should place orders via the following:

- ▶ Internet or catering – via the [AC24 online exhibitor portal](#)
- ▶ Electrics – via the [exhibitor portal](#)
- ▶ Graphics and stand extras via Full Circle team - plsaannualconference24@fullcircleeventsltd.co.uk
- ▶ Furniture requirements via [Dzine](#)

FLOOR COVERING

All show ready stands are ramped and have recycled carpet. The venue is permanently carpeted with grey floor tiles. The flooring of your stand will be organised through Full Circle, during the consultation process.

ACTIONS CHECK LIST FOR SHOW-READY STANDS

Action	Delivery	Delivery deadline
Deadline for any upgrade to Show ready package	Sponsor to send information to beatriz.oliveira@plsa.co.uk	13 September
Submit any electrics orders	Sponsor to submit through the exhibitor portal	13 September
Submit internet orders	Sponsor to submit through the AC24 online exhibitor portal	13 September

Submit catering orders	Sponsor to submit through the AC24 online exhibitor portal	13 September
Submit delegate registrations	Sponsor to register delegates here	28 September
Joining instructions received	PLSA	1 October
Book freight handling shipping	Sponsor to contact ricky.straw@dsv.com	4 October

INFORMATION FOR ALL EXHIBITORS

FULL CIRCLE, OUR EXHIBITION SUPPLIER

Show ready gold, mini-gold, silver, bronze and white exhibitors should liaise directly via the [exhibitor portal](#). Any additional queries, please contact Full Circle through Tel: 0161 393 3949 and/or plsaannualconference24@fullcircleeventsltd.co.uk.

Full Circle Events & Exhibitions (the official event contractor) have now moved on to an online platform and orders can be placed for Electrics & Nameboard Submissions

Please note that each exhibitor will receive a unique username and password via exhibitors@exhibitconnect.co.uk to be able to log onto the portal. If you are experiencing any technical issues with this service or you need help with your orders, please contact Full Circle on 0161 393 3949 OR send an email with your stand number, company name and main contact for the stand to exhibitors@exhibitconnect.co.uk.

For any general queries for Full Circle please contact:

Full Circle Exhibitor Team

+44 (0) 161 393 3949

plsaannualconference24@fullcircleeventsltd.co.uk

Please ensure your orders are placed by the associated deadlines. If you do not meet the deadlines, then a surcharge will be applied.

CONTRACTOR PASSES

PASSES FOR CONTRACTORS DURING BUILD UP

Contractor passes required during build up will be issued by the venue upon arrival.

CONTRACTOR PASSES FOR OPEN DAYS

Submit requests for contractor passes to beatriz.oliveira@plsa.co.uk by **Friday 4 October**.

Pink contractor passes provide the bearer access to the void area of the show. These will be issued to contractors working on behalf of space only exhibitors for the purpose of maintaining or responding to issues with their stand. Contractors may not be on the show floor without prior consent of the PLSA events team. If works are required to be carried out on an

exhibitor's stand this will be confirmed by the PLSA at a time that is safe to do so and does not disrupt the show.

Green contractor passes will be issued to contractors working on behalf of exhibitors for the purpose of delivering a service or entertainment on the exhibition stand, e.g. bar tenders, baristas. These passes provide access to the show floor but are restricted to the specific exhibition stand. They are not intended for use by exhibitors' sales or marketing teams.

Contractor passes will be issued at the discretion of the PLSA based on the activity/role specified by the exhibitor. There is no fixed number of contractor passes that can be awarded, the number of passes issued will be based on the need of the individual exhibitor and what is deemed appropriate by the PLSA. Contractor passes do not include catering or access to the networking events.

Contractors must wear the appropriate contractor pass allocated to them. Failure to produce the appropriate pass may result in the contractor being asked to leave the show. If a contractor is deemed to not be acting in accordance with the [code of conduct](#) or [exhibition terms and conditions](#), they will have their pass revoked and will be asked to leave the event.

PRODUCTS AND SERVICES FOR YOUR STAND

POWER

Power to the exhibition hall will be turned on at 08:00 and shut down at 20:00 on each open day. If you require a 24-hour power supply, you will need to arrange this through Full Circle [Exhibitor portal](#). Should you have further questions, please contact plsaannualconference24@fullcircleeventsltd.co.uk.

WATER

For water and water waste order form, please refer to [this form](#).

FURNITURE

Any additional furniture orders to what is included in your stand, must be placed by **13 September**.

You can hire furniture for your exhibition stand via the official furniture hire company DZine. Browse the catalogue and order via their [online shop](#).

If you need any help, you can contact them via info@dzinefurniture.com

Tel: +44 (0)1299 824 100

INTERNET

PLSA will be providing a wireless internet connection throughout the venue for the duration of the event in order to facilitate the conference app. If you require a secure and dedicated connection for your exhibition stand please organise this through [AC24 online exhibitor portal](#). Orders must be placed by **30 September 2024**.

STAND CATERING

Please note that all food and beverages distributed or given away at exhibition stands must be supplied by the official caterers, Sodexo Live!. If you have any queries or questions, please contact Helen Lockwood at Sodexo Live! directly: 0151 239 6055 / 0776 642 5298 or helen.lockwood@sodexo.com. The stand catering menu and order form is available via [AC24 online exhibitor portal](#). Please contact Helen directly if you wish to discuss anything.

EXHIBITOR STAND CLEANING

The carpet in the exhibition hall (including stands) will be vacuum cleaned at the close of each day. If you feel your stand will require a more thorough clean, it is possible to arrange this as an additional service. This is a paid for service that can be arranged through the venue. Please organise this directly via [AC24 online exhibitor portal](#).

ON-SITE STORAGE

We encourage all exhibitors to plan for or build storage into their exhibition stand. For health and safety and security reasons flight cases, empty boxes and stand stock cannot be stored in the void area of the show. DSV Fairs and Events provides secure accessible storage during the event. For more information, please contact ricky.straw@dsv.com. Please bear this in mind when planning/designing your stand.

DELEGATE REGISTRATIONS

Please refer to your contract to confirm the number of registrations included in your package. Registrations are non-transferable between colleagues. Registrations must be used for representatives of the exhibiting organisation. This cannot be applied to guests or anyone outside of the exhibiting organisation.

In order to capture important delegate details, we ask that the delegate register themselves.

Registration includes:

Attendance of all conference sessions, entry to the exhibition, admission to the PLSA Drinks Reception on Tuesday and Conference Gala Dinner on Wednesday and catering throughout the event. Please note that places at the Conference Dinner are managed on a first come first served basis. If they are not selected at the time of registration they cannot be guaranteed.

All delegate registrations purchased in addition to your entitlement will be invoiced by BD team and must be paid in full prior to the event. Any queries about your invoice, please contact adrian.messsina@plsa.co.uk. All registrations are subject to the [terms and conditions of booking](#). If you would like your delegates to appear on the official delegate list, please ensure that they are registered before **28 September 2024**.

DELEGATE DATA CAPTURE

As an exhibitor you can scan delegate badges and capture leads and data via the conference app. You will use your own phone to do this. You can either scan the physical badges that delegates will wear or there is an option to scan the digital badge within the app. This will enable you to firstly know who's visited your stand or who you've met on-site and will provide you with their contact details.

Full instructions on how to do this will be sent with the exhibitor joining instructions. The instructions will also be available within the conference app.

HEALTH AND SAFETY, SECURITY

EXHIBITOR HEALTH AND SAFETY

Every exhibitor must send their stand plans, RAMS, CPP and public liability insurance (PLI) which must be in date for the duration of tenancy) to beatriz.oliveira@plsa.co.uk by **23 August 2024**.

SECURITY

Interest from demonstrators has become more common place at large scale events. The PLSA is committed to planning for any potential disruption and keeping our delegates, sponsors and exhibitors safe. If you are aware of anything that may make your organisation a focus for demonstration, please let us know as early as you can so that we may share information with the venue security team. Contact beatriz.oliveira@plsa.co.uk at your earliest convenience with any information.

SUSTAINABILITY

In order to minimise the carbon footprint of the event, contractors and exhibitors are asked to that waste is kept to a minimum and where possible is removed and disposed of by the stand contractor. Waste is compacted at the back of the Hall, but any wood, carpet or vinyl would need to be removed from site by the exhibitors/contractors.

Full Circle uses:

- ▶ All items are stock items (lightweight aluminium frames) and go back into stock to be reused or 100% recycled (graphics and carpet)
- ▶ Rewind carpet - The Rewind range is designed to be 100% recyclable. Rewind is latex free, meaning no water is needed in its production. This results in up to 85% less energy required to produce, with a 55% reduction in CO2 emissions compared with standard event carpets.

- ▶ Electrics and lighting - we use a plug and play system, which eliminates the need for manual installation, including no waste on cabling and we only use 100% LED which saves 80% on energy consumption.
- ▶ Graphics are PVC free and use water-based inks, graphics are 100% recycled post show (going into either energy, back into yarns (fabric for cotton) or back to reboard.
- ▶ Using Full Circle / PLSA Show Ready Stands offers a cost effective and sustainable solution sharing crew and logistics - reducing the number of contractors coming to site.
- ▶ Show ready exhibitors are able to receive a calculation for the carbon footprint of their stand at the event this will be provided to you by Full Circle once your stand design is confirmed.

As we take steps to reduce the carbon emissions associated with the event, we ask exhibitors to provide us with the following information for both your deliveries and any contractors building and delivering items to site. Please provide your best guestimate and submit this information to beatriz.oliveira@plsa.co.uk by **Friday 18 October**.

- ▶ Approximate mass of goods
- ▶ Distance travelled
- ▶ Type of vehicle
- ▶ Fuel type (petrol or diesel, basically)

To reduce the amount of waste generated by this event we ask all exhibitors and their contractors to consider the items they send to site. The conference app can host documents and brochures, videos and more. We also encourage exhibitors to take any left-over products with them at the end of the show.

VENUE SUSTAINABILITY PRACTICES

ACC sustainability programme can be found [here](#).

GENERAL EVENT INFORMATION

VENUE DETAILS

ACC Liverpool
King's Dock
Liverpool L3 4FP

To find how to get to the venue follow [this link](#).

PARKING

Parking is available at ACC Liverpool and details can be found in [this link](#).

ACCOMODATION & TRAVEL

Preferential rates and a seamless booking service for accommodation in Liverpool is a priority. We're working with Reservation Highway, an accommodation booking service to secure the best deals. Reservation Highway are available to assist with any bookings, particularly larger groups and to call or email for help.

View the available hotels [here](#).

For further support, contact 01423 525577 or admin@reservation-highway.co.uk.

APP

As an exhibitor, you have an interactive profile in the event app. To learn more about how to set your profile and take advantage of all the features, please visit [this guide](#).

EXHIBITOR TERMS AND CONDITIONS

Definition of terms

In these regulations the term Exhibition in all cases refers to the Trade Exhibition being held in conjunction with the 2024 Annual Conference of the PLSA. The term Exhibitor includes any person, firm, company or corporation and its employees and agents to whom space(s) has been allocated for the purpose of exhibiting at the Exhibition. The term Organisers means the PLSA. The term Premises refers to those portions of ACC Liverpool licensed to the Organisers.

Bankruptcy or liquidation

In the event of an Exhibitor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purposes of amalgamation or reconstruction) or having a Receiver appointed, the contract with such an Exhibitor will terminate forthwith, the allotment of stand space will be cancelled, and all sums paid by the Exhibitor under contract shall be forfeited.

Damage to premises

The Exhibitor shall not cause or permit any damage to the Exhibition premises, fixtures, or fittings. No display or publicity material is permitted on the walls of the building. Due to the risk of damage to lighting and ventilation equipment, helium balloons cannot be allowed in the exhibition hall.

Exclusive rights

The Organisers will not give any Exhibitor exclusive rights to exhibit or display any specific product or service.

Exhibition management

Full Circle Events has been appointed to provide services including furniture hire, electricity, and show ready. It is obligatory to use the official contractors for electrical and modular system

work. This includes all extra electrical work, and a schedule of charges are included on the relevant order forms/links made available within these web pages.

Exhibitors subject to forfeiture

In the event of there being an outstanding account or claim against the Exhibitor at the end of the Exhibition, the Organisers shall have the right of forfeiture on the exhibits of the Exhibitor, firm or person concerned.

Failure to vacate

If the Exhibitor, or their servants, agents or subcontractors should fail to remove all their property or otherwise fail to vacate the exhibition premises by 22:00 on Thursday 17 October 2024 due to any cause whatsoever, the Organiser would hold the Exhibitor fully responsible for any penalties imposed by the venue owner, or any other losses and costs incurred by the Organisers as a result of the Exhibitor failing to vacate the premises by the agreed time.

Insurance

1. Third party insurance

The Exhibitor is responsible for all claims arising from personal injury or damage to property arising in connection with the erection and dismantling of the Exhibitor's stand and anything permitted, omitted or done thereon or there from during the period of the Exhibition or the set-up and dismantling periods caused directly or indirectly by the Exhibitor or any contractor, subcontractor, servant, agent, licensee or invitee of his or the act, omission or neglect of any such person or by any exhibit, machinery or other article or thing of the Exhibitor or in the possession of or use of the Exhibitor or any servant or agent of his. The Exhibitor will indemnify the Organisers in respect of each and every such claim and all actions, proceedings, costs, claims and demands in respect thereof. The Exhibitor must take out adequate insurance for all circumstances.

2. Insurance of exhibits - exhibitors' or stand holders' property

The Organisers do not accept responsibility for theft or any loss or damage from any cause whatsoever, in respect of any property brought to the Exhibition premises by Exhibitors or stand holders or the servants, agents, subcontractors or any other persons, and the Exhibitor or stand holder is required to indemnify the Organisers in respect of theft, loss or damage to property etc supplied, hired or lent by the organiser (e.g. shell-stand, furniture etc).

3. Consequential loss

Exhibitors are advised to insure against costs and losses which they may incur in the event of the Exhibition being abandoned, cancelled or suspended in whole or in part for causes beyond the Organisers' control since the Organisers accept no liability in such an eventuality.

Nuisance

No flashing lights, bright lights or noise that constitutes a nuisance to other exhibitors or visitors to the Exhibition will be permitted. All Exhibitors and staff must conduct themselves in such a manner that is not objectionable to others. Exhibitors must endeavour to conduct business on their own stands and must not, under any circumstance, canvass away from their

stand. Exhibition stands must be staffed by responsible representatives during exhibition open hours. The Organisers have the right to expel or remove any person, article, display or exhibition stand, which in their opinion, is prejudicial to the interests of the Exhibition or the PLSA.

Catering

No food and drink may be served on exhibition stands unless it is supplied by or authorised by Sodexo Live!. Please contact Helen Lockwood, helen.lockwood@sodexo.com or +44 (0) 151 239 6055 with your requirements.

Restrictions

1. Use of exhibition space

Exhibitors or any other related organisation may not sub-let or share any part of the space allotted, may not represent and may not advertise or distribute literature for the products or services of any other firm or individual except as approved by PLSA.

2. Competitive activity

Organisations may not conduct any of the following acts outside their exhibition stand within the confines of ACC Liverpool that might, in the sole judgement of the PLSA, reasonably be seen as competing with the Event during official conference open hours:

Advertisements, canvassing amongst delegates, conferences, demonstrations, displays, entertaining, hospitality events, research amongst delegates, surveys amongst delegates.

3. Promotional material

It is not possible for Exhibitors to distribute any promotional materials outside its exhibition stand. This includes the distribution to bedrooms or in public areas of any of the designated conference hotels to be detailed on the PLSA website.

4. Directional signage

It will not be possible for Exhibitors or any other related organisation to post, nail, screw, attach, or otherwise place any signage or other materials or devices to columns, walls, floors, or other parts of ACC Liverpool including the immediate external area outside the venues during conference open hours.

Safety

Exhibitors must, at all times, comply with Local Authority Regulations relating to dangerous substances or power-driven machinery. All materials used in stand fitting should meet standard fireproof regulations as recognised throughout the exhibition industry and certificates should be available on request. Failure to comply with this may result in a request to remove the offending materials. It is the responsibility of Exhibitors to see that their staff are acquainted with the nearest firefighting equipment and the procedures to be followed on discovering a fire. No children under the age of 16 shall be allowed into the exhibition hall during build up and breakdown.

Stand set up

Space only stands

Monday 14 October 08:00 – 22:00

Forklift unloading for space only: 08:00-10:30

Self-unloading for space only: 10:30-22:00

Show ready stands

Monday 14 October 16:30 – 20:00

Stands A2, A4 and A6, will be built as show-ready due to the location next to the loading bay. No space only stand build allowed for these locations.

All work to be completed to the satisfaction of the Organisers by 22:00 on Monday 14 October. Exhibitors must report to the exhibition managers before unloading commences.

Date for dismantling

Strictly not before 14:30 on Thursday 17 October. All areas to be cleared by 22:00 on Thursday 17 October. Exhibitors must report to the exhibition managers before loading commences.

Left items


Any items left on or near your stand for breakdown without the appropriate paperwork, not collected by **20:00** on Thursday 17 October will be shipped by DSV Fairs and Events to their warehouse at a cost of £35.00 up to 25kg. Anything over this will be charged at a higher rate dependent of the size and weight of the shipment.

Service of alcohol at PLSA events

We know that an important element of hosting an exhibition stand at one of our conferences is the networking element, and the service of food and drink forms part of that. The PLSA will be hosting a Welcome Drinks Reception in the exhibition hall at the end of conference sessions on Tuesday evening, as well as a Conference Dinner on Wednesday. Whilst exhibitors are not restricted from serving alcohol during the event, we do encourage you to be mindful of serving excessive alcohol due to the sensitivities around this.

Code of conduct at PLSA events

The PLSA takes very seriously any form of inappropriate or unethical behaviour at its events. We ask that all attendees are considerate and respectful to each other and look after one another. If you see any behaviour which you deem is inappropriate, please report it, at your earliest convenience, and in strictest confidence, to Kate Hadley, Director of Events kate.hadley@plsa.co.uk, PLSA.



**Pensions and Lifetime
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