



Monday 24 & Tuesday 25 June 2019
Park Plaza, Westminster Bridge

KEY CONTACTS

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Conference and Exhibition Logistics

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Social Media

Twitter: @AELPUK

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Venue details

Postal Address:

Park Plaza Westminster Bridge

London

200 Westminster Bridge Road

SE1 7UT

London, United Kingdom

t: 0333 400 6112

w: www.parkplaza.com

Delivery address:

Receiving Bay on Westminster Bridge Road

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SEE DELIVERIES SECTION FOR DELIVERIES NOTE AND
INSTRUCTIONS

Shell Scheme Builder

Tony Holdon

Lion Exhibitions

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DEADLINES AND FORMS

All additional order forms are separate attachments:

[Electrics Order Form](#)

[Furniture Hire Order Form](#)

[Graphics Order Form](#)

[Flooring Order Form](#)

Health and Safety Declaration is the final page of this document.

WHAT	WHEN	TO WHO
Stand design plans / drawings (space only) Stand RAMS (Risk Assessment Method Statement) See page 16 - 17 for details of requirements	Friday 24 May	Philippa Barton
Delegate bag insert confirm contents (please note, this is only for those exhibitors and sponsors who have a delegate bag insert confirmed in their agreement)	Friday 24 May	Philippa Barton
Additional power, graphics, furniture and carpet to be ordered from Lion Exhibitions	Friday 07 June	Tony Holden
Health and Safety Declaration to be completed, signed and returned	Friday 07 June	Philippa Barton
Delegate bag insert to be shipped to venue (please note, this is only for those exhibitors and sponsors who have a delegate bag insert confirmed in their agreement)	Friday 21 June	Philippa Barton
Details of contents, no. boxes, tracking details to be sent – see p. 6	Friday 21 June	Philippa Barton

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STAND DETAILS

It is critical that all 'space only' stands must submit stand drawings and RAMS to philippa.barton@lsect.com.

Please note that the maximum ceiling height in the Plaza Suite is 3m.

STAND NUMBER	STAND SIZE	SQUARE METRES	NOTES
1 – 31	3M X 2M	6M SQ	Octanorm style Shell Scheme System white foamex infill panels, built to an overall height of 2.46m. Each stand features two Triangulated column areas with 660mm facing panel and further 1m x 1m divisional dwarf pane; along with exhibitor name and stand number
Z1, Z2	CIRCULAR		Max footprint is 1.5 m from pillar

DEADLINES AND FORMS

STAND DETAILS

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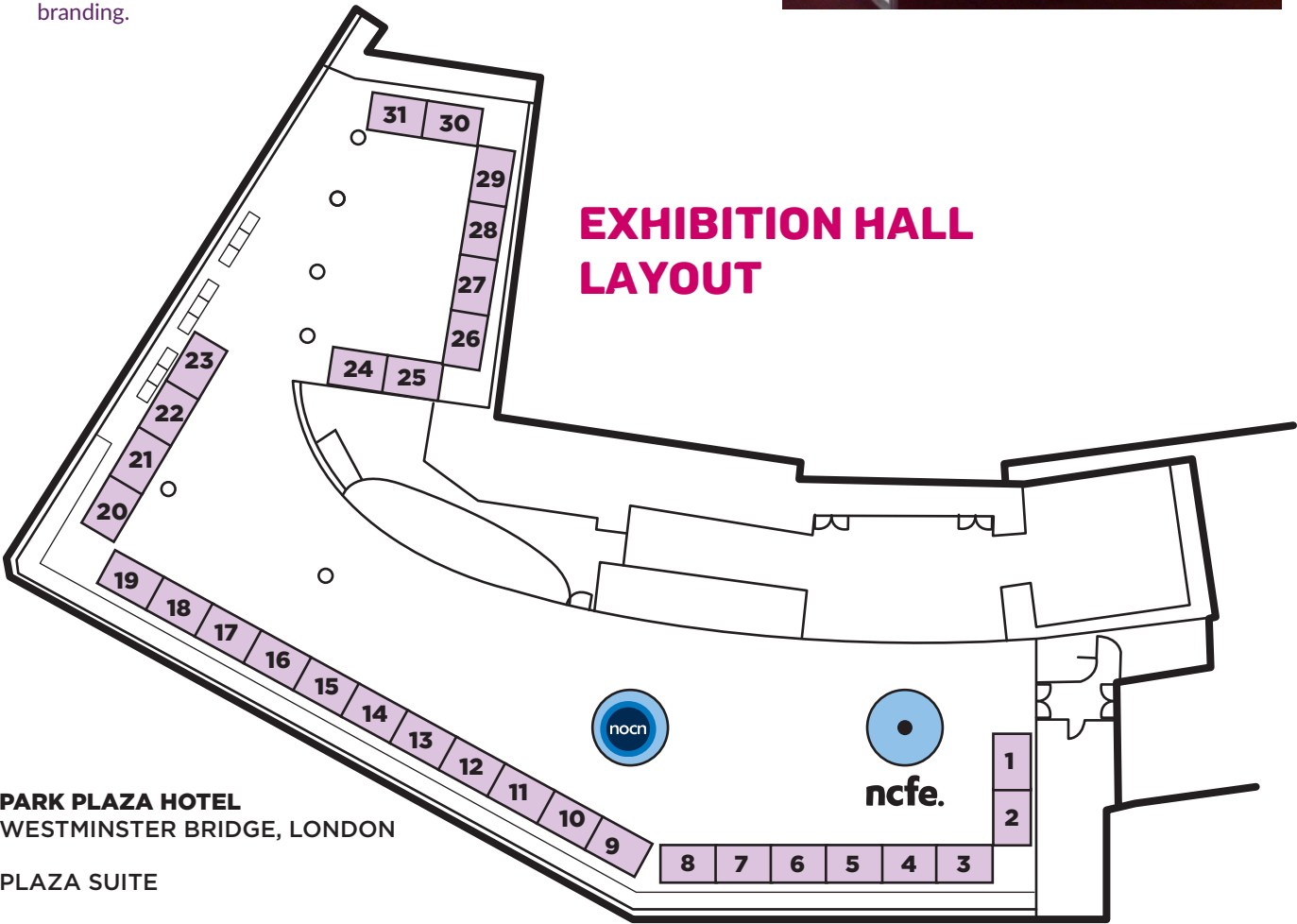
SITE LAYOUT

Our new venue for Annual Conference has enabled us to totally overhaul the layout of the exhibition area. We've worked with event planners at Park Plaza to create an exhibition environment which will encourage better delegate flow and therefore provide greater exposure for all exhibitors.

All exhibition stands will run along the perimeter of the exhibition space, one floor above the main conference room, and there will be catering stations placed around central locations. This will encourage delegates to walk around during breaks.

We have also commissioned a new more open shell scheme. The new octanorm style shell scheme system features silver aluminium metalwork, white foamex infill panels and is built to an overall height of 2.46m.

Each stand has two triangulated column areas and two 1m x 1m divisional panels on either side on a footprint of 3m x 2m. These panels are a great area for exhibitors to erect their own bespoke branding.



ACCESS TIMES

Sunday 23 June

09:00 – 14:00

Access to Plaza Suite for stand builder and SPACE ONLY stand builders only

14:00 – 18:00

Access for exhibitors

Monday 24 June

06:30 – 08:30

Access for exhibitors

08:30 – 09:30

Exhibition opens & Registration

09:30

Conference starts

16:30

Exhibition closes after afternoon break

Tuesday 25 June

08:00

Access for exhibitors

08:30 – 09:30

Exhibition opens & Registration

09:30

Conference starts

16:30

Exhibition closes after afternoon break

16:30 – 17:30

Exhibitors vacate stands

17:30 – 21:00

Shell scheme breakdown and space only breakdown

TIMES MAY BE SUBJECT TO CHANGE

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GENERAL INFORMATION

ACCOMMODATION

Accommodation will be available at the Park Plaza Westminster Bridge and can be booked and paid for directly through the [Accommodation page](#) on the website.

APP

At this year's conference you can capture delegate leads and data via the AELP app. Simply by scanning the QR code on the back of delegate badges.

As we have at previous conferences any data you scan will be sent to your registered email address after the conference.

How to capture delegate data

1. Enter the delegate pack module
2. Click on the QR code button in the bottom right corner
3. Align your phone camera up with the QR code on the back of the delegate badge and it will instantly save the data to your app profile.

N.B. Please ensure you have the delegates permission before scanning their badge.
Scanned data will be sent to your email address on Wednesday 26 June.

CATERING

If you require any on stand catering this can be arranged through Daniel Pemberton. Please note no external catering can be arranged in the Plaza Suite without the previous approval of the Park Plaza Westminster Bridge.

DELEGATE BAG INSERTS

If you have a delegate bag insert included in your agreement, please advise Philippa Barton by Friday 24 May what your insert is. You will need to ship x600 items of the insert directly to Park Plaza Westminster to arrive on Friday 21 June, and send information of no. packages, shipper, tracking information to Philippa Barton. Information not received by this date will result in the delegate bag insert not being included in the bag. Any insert materials received late will also not be included in the bag.

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DELIVERIES TO AND COLLECTIONS FROM THE PARK PLAZA WESTMINSTER BRIDGE

We would ask that you kindly read the below points which have been put together to ensure that there is no confusion in respect to the receipt of any delivery.

Please ensure that all items are clearly labelled with the following information

- Name of your company
- Name of the event
- Date of the event
- Main room of the event
- For the Attention of **Daniel Pemberton / Philippa Barton**
- Part number (eg: part 1 of 6)

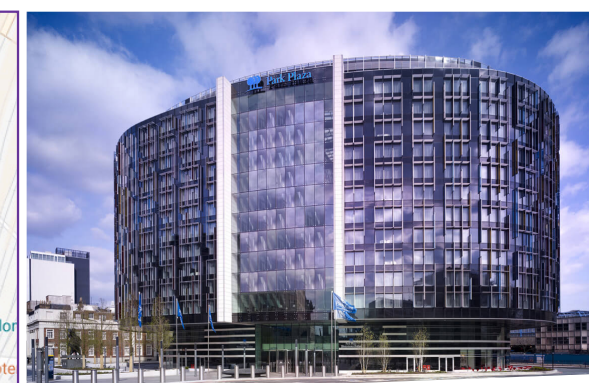
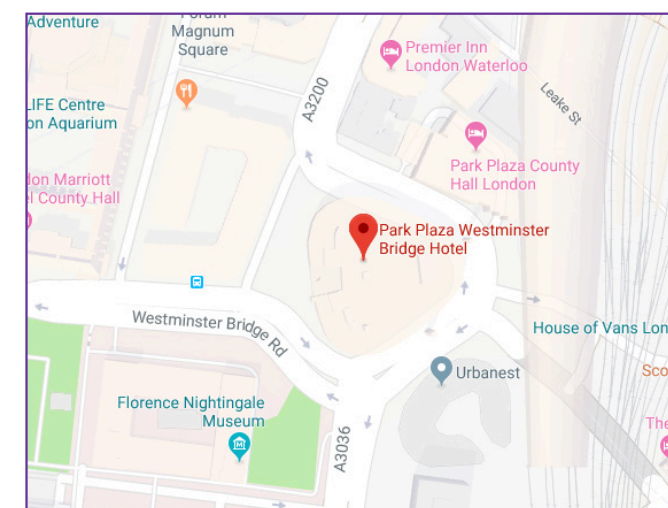
This should be printed in large print (point size 28 or larger) on an A4 piece of paper and stuck on every individual box being delivered. Please see the template below.

Please make all deliveries sent no earlier than **FRIDAY 21 JUNE**.

Please ensure that all deliveries are scheduled to arrive between **10.00am and 4.00pm** on the date of delivery.

Delivery should be made to Receiving Bay on Westminster Bridge Road, at rear of the Hotel, **the address is 200 Westminster Bridge Road, London SE1 7UT.**

<https://goo.gl/maps/mG1wkb64Pf72>



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GOOD TO KNOW

FURNITURE

Each exhibitor booth will be equipped with a clothed table, two chairs which are provided by the venue, and a single power socket.

If you require any additional furniture, this can be ordered from Lion Exhibition Services. All furniture hire products may be viewed online www.3rdelement.co.uk. To make your order, please download the booking forms located on page 4.

GALA DINNER

All exhibiting packages come with two complimentary places at both the Pre-Dinner Drinks Reception and the AELP Gala Dinner on the evening of Monday 24 June. You can register your representatives on conference website.

GRAPHICS

To order graphics panels for your stand, please contact Tony Holden and refer to the Shell Scheme Schematic for artwork sizes. You can also place your order using the booking forms located on page 4.

INTERNET ACCESS

Free delegate Wi-Fi (10mb up and down) is available in the Plaza Suite

If you require hardwired internet, this can be arranged at a cost of £175 + VAT per connection and please contact Philippa Barton.

PARKING, TRAFFIC AND HOW TO GET THERE

Please check the website for the most up-to-date information regarding access, directions and parking.

POWER

Your stand will have one 500W single socket outlet.

PUBLIC ADDRESS SYSTEM

Announcements made on behalf of exhibitors are made at the discretion of AELP and need to be agreed with AELP directly.

SECURITY

The organisers will provide general security within the exhibition hall. However, the individual security of the stands and exhibits lies within the responsibility of each exhibitor. Valuables should be locked away overnight and additional care should be taken during exhibition build and breakdown. During the breakdown period extra care must be taken, as this is a vulnerable time. In the unlikely event of a theft, please report to the organisers' office immediately.

Security Advice : Exhibitors are warned not to leave valuables unattended on their stands whether during the build-up, open or breakdown periods. Special care should be taken of mobile phones as these can be easily misplaced or stolen. Do not leave your stand unattended at any time. Conference badges should be worn at all times by both exhibitors and contractors.

Please remember to be vigilant throughout the event to ensure the safety of your property. If items cannot be watched then it is important that they are properly secured.

It is important to make constant checks of your stand to ensure that no unidentifiable packages, cases, or bags have been deposited. Please nominate a person to check at regular intervals, and if suspicions arise, do not touch the article but call the Security or contact the nearest member of the hotel's staff.

STAND PERSONNEL

Only two stand personnel are permitted with each exhibition booth (dependant on package). If you wish for additional personnel to attend, please visit the Event Registration page on the conference website and book places as delegates. [Click here.](#)

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SPACE ONLY STAND PLANS

Fully detailed and scaled plans must be submitted for all Space Only stands. Photographs, unclear faxed drawings or drawings from other exhibitions will not be accepted. All plans and associated documentation must be submitted in English. No stand may be constructed on-site without official approval.

Complex Structures

A complex structure is any form of construction of any height which requires cross-bracing and/or would normally be designed by an engineer and /or has, through a Risk Assessment, been found to present significant risk. Structures over 4 meters in height, multi-storey stands and suspended items of 400kg and over are always treated as complex structures. Platforms and stages 600mm or over in height, tiered seating and stairs are also considered complex structures. Such structures must have fully detailed structural calculations and/or a detailed Constructional Method Statement along with a suitable and sufficient Risk Assessment submitted at the same time as your stand plans.

A copy of the scaled drawings (together with structural calculations and construction drawing if required) must be submitted to Philippa Barton no later than Friday 24 May

Plans must include:

- All dimensions
- Building materials to be used
- A ground plan and elevation drawing
- The contact details of the exhibitor, contractor or designer submitting the plans
- A copy of the Risk Assessment and Method Statement
- For complex structures, a full copy of the structural calculations
- A copy of their Public Liability insurance to a minimum of £10million
- Employers' Liability insurance certificate

If stand plans are not received together with the appropriate documentation from structural engineers (where necessary), stand building will not be allowed to begin until the organisers, and where necessary the venue, has approved them. Late submissions of plans can result in the venue failing to gain a licence for the show; therefore the stand will not be allowed to be constructed.

For further assistance with the completion of risk assessments,

please visit <http://www.hse.gov.uk/risk/index.htm>

SPACE ONLY STAND PLANS

eGuide

The [eGuide](#) brings together guidance for achieving common standards of health, safety and operational planning, management and on-site conduct for events at all participating AEV member venues.

Now recognised as the industry's best practice document, the eGuide is continually reviewed by working industry professionals who represent the best advice currently available, and who themselves have to work within the guidelines in their own professional capacities.

It must be stressed, however, that this is a GUIDELINE document. If meticulously followed, it should ensure that users are compliant with current health and safety law. Nevertheless, the particulars of each exhibition (or similar event) should still be considered on an individual basis and venues, organisers, suppliers and clients/exhibitors must all remember that it is ultimately their responsibility to ensure that they address health & safety, and other operational issues properly, in compliance with the law. It must also be stressed that all employers have a legal duty to employ staff that are competent to manage health & safety, and other operations that are relevant to their level and range of responsibilities.

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SITE INDUCTION

Emergency Procedures:

Security - If you have any security concerns please contact a venue employee or the organiser's office. Inform them of the nature and location of the problem.

Do not leave any personal belongings or valuables unattended on your stand, the venue and organisers cannot be held responsible for any losses.

Fire Safety Notice

Fire Alarms are tested on Monday at 13:20 hours

Please inform us if we can assist with a personal emergency evacuation plan for specific accessibility requirements.

If you hear a fire alarm at any other time, STOP what you are doing and evacuate the Hotel via the closest Fire Escape.

Follow instructions from the Fire Marshals in High Viz jackets; do not stop to collect personal items.

Leave the building via the nearest available route. Do not run, do not use lifts, close any windows and doors.

Make your way to the assembly point.

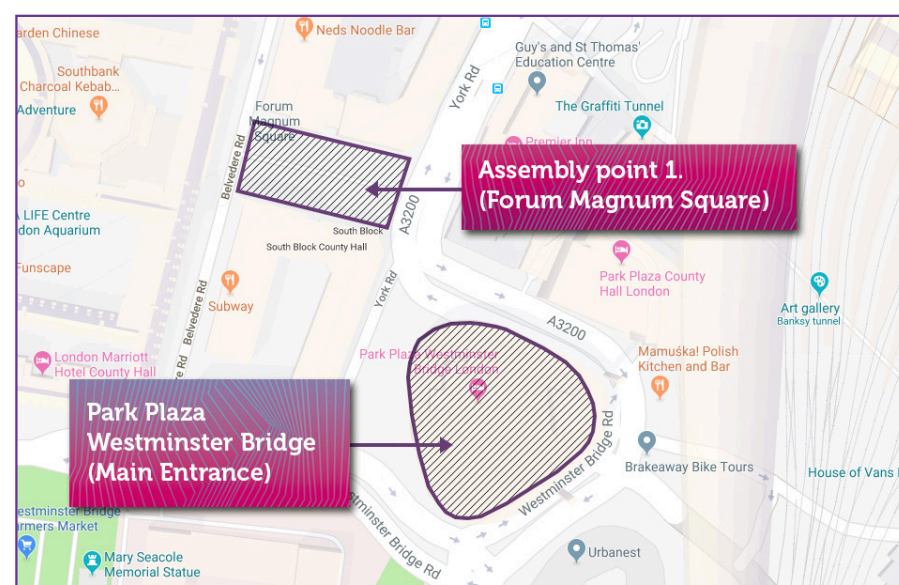
Do not return to the building until given the all clear.

If for any reason it is not safe to use our usual emergency evacuation route, our emergency evacuation team will direct you to the safest alternative which may include a controlled external evacuation or an internal refuge plan.

Never block Fire Escapes or Exits.

Fire Assembly Point:

Forum Magnum Square



SITE INDUCTION

First Aid and Emergency

Dial 0207 620 7224 (EXTERNAL 6224 OR INTERNAL 4000)

Organiser's Office - The organiser's office is located on Registration. If you need to contact a member or the organisers team on-site please call 07818 064914

Toilets - Both female and male toilets along with hand wash basins are available throughout the venue.

Catering and water - food outlets are available onsite during set up, show open and dismantle in the local area and on the ground floor of the hotel.

Drinking water is available to purchase in any of the food outlets.

Smoking - Smoking (including e-cigarettes) is only permitted in the designated smoking areas outside the venue.

Alcohol and drugs - Anyone found to be drinking alcohol or taking drugs will be asked to leave the venue.

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AELP CONFERENCE HEALTH AND SAFETY DECLARATION

Our appointed Health & Safety Representative for the stand is:

NAME:

.....

COMPANY:

.....

STAND NUMBER:

.....

WORK TEL:

.....

MOBILE:

.....

OUT OF HOURS NUMBER:

.....

AELP CONFERENCE HEALTH AND SAFETY DECLARATION

Deadline for submission: Friday 07 June 2019

The Management of Health and Safety at Work Regulations requires co-operation and co-ordination with all parties whilst sharing a workplace. It is a condition of entry into the exhibition that EVERY exhibitor, contractor, sub contractor, supplier and their agents comply with the Health and Safety at Work act 1974 (HASAWA74) and all other legislation covering the venue. The Exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others health and safety is not put at risk by their actions (or inactions) during the AELP Conference 2019. Please complete this form affirming your commitment to co-operation and co-ordination with the Organisers and Venue.

All exhibitors (please tick as appropriate):

- ☐ We have undertaken a suitable and sufficient Risk Assessment (if relevant) for this show, which we will update as required and notify all relevant parties as to the potential hazards they may encounter onsite.
- ☐ We agree to abide by the regulations set out in the exhibitor manual.
- ☐ We have viewed a copy the Venue Site Induction Presentation (see below) & confirm that all company representatives who will be working on-site during the build-up & breakdown periods will read this information prior to their arrival on-site
- ☐ We have taken out adequate public liability insurance to cover our activities on-site and hold a current certificate.
- ☐ Measures will also be put in place to ensure the stand complies with the Equality Act and these will be fully documented in the open period Risk Assessment.

Shell Scheme Exhibitors Only (please tick as appropriate):

- ☐ We will adhere to HASAWA74 at all times on-site. Our staff will be sufficiently instructed and trained in the venue's Emergency Procedures and other matters relating to Health and Safety in order to carry out their tasks competently.

Space Only Exhibitors Only (please tick as appropriate):

- ☐ We will adhere to HASAWA 74 at all times onsite. We will supply a Risk Assessment and Method Statement from our contractors/sub-contractors and are satisfied that they are experienced and competent enough to undertake the tasks we require of them.