

**PENSIONS AND
LIFETIME SAVINGS
ASSOCIATION**

EXHIBITOR TECHNICAL MANUAL

SPACE ONLY

INVESTMENT CONFERENCE
11-13 MARCH 2025 | EICC, EDINBURGH

CONTENTS

Introduction	3
PLSA’s official contractors at Investment Conference.....	3
Appointing your exhibition stand supplier.....	3
Exhibition overview	4
Venue details	4
Exhibition opening times	4
Design and build parameters	4
Exhibition build schedule for space only stands.....	4
Exhibition breakdown schedule.....	4
Load-in schedule and booking a slot.....	4
Space only stand build parameters	5
Exhibition stand platform	5
Walls between adjoining stands	5
Solid walls.....	5
Maximum stand height	6
Stand approval process for space only	6
Waste management	6
Rigging.....	6
Hanging banners	6
Deliveries and logistics	7
Using our official courier – DSV Fairs and Events	7
Forklift hire	7
Delivery address.....	7
Delivery instructions	7
Post event collection/freight	8
Services for your stand	8
Full Circle – Electrical orders, 24-hour power, furniture.....	8
Electrical services and 24-hour power supply.....	8
Furniture orders	8
DSV Fairs and Events – official event courier and on site storage.....	8
Courier, freight handling and lifting	9
On site storage	9
Leith’s – stand catering.....	9
Services - external contractors.....	9

EICC – AV, internet, water and waste, exhibitors’ stand cleaning	9
AV	9
Internet.....	10
Water and waste	10
Exhibitors’ stand cleaning	10
Health & Safety	10
Sustainability.....	10
General information for all exhibitors	11
Delegate registration	11
Delegate data capture.....	11
Contractor passes	11
Passes for contractors during build-up	11
Contractor passes for open days.....	11
PLSA events app.....	12
Security.....	12
Parking	12
Accommodation & Travel.....	12
Actions check-list for space only stands	13
Exhibitor Terms and Conditions	14

INTRODUCTION

Welcome to the exhibitor manual for space only stands at the PLSA Investment Conference 2025! This guide aims to streamline your exhibition experience. Inside, you will find step-by-step instructions to help you prepare for the event. Please read it carefully.

As a space-only exhibitor, please ensure your contractors are aware of and adhere to the build guidelines and on site parameters. Review the updated build guidelines, even if you've exhibited with us before.

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

Please ensure you have read and fully understood the full H&S details available in the [H&S appendix](#). This includes information about CDM regulations, PPE during build up and breakdown. The appendix can be accessed via link on page 10 of this manual.

If you plan on appointing any external service providers e.g. coffee baristas, or other stand entertainment or alternative catering please let Beatriz know to ensure that you receive the relevant and appropriate guidance.

If you have any questions or need assistance, please contact Beatriz at beatriz.oliveira@plsa.co.uk or 020 7601 1739.

We look forward to a successful event!

PLSA'S OFFICIAL CONTRACTORS AT INVESTMENT CONFERENCE

Working with our official event suppliers guarantees that your stand meets specifications set out in this exhibition manual, upholds sustainability and accessibility best practice, and ensures transparency in event delivery, allowing PLSA to work with them on any issues during build. Our official suppliers also uphold the events' code of conduct.

Official suppliers include:

- ▶ Full Circle (Exhibition space only and Show-ready stand package options, power, furniture)
- ▶ DSV Exhibition Services (Exhibition freight and deliveries)
- ▶ Leith's (Catering)
- ▶ EICC (AV/IT requirements)

APPOINTING YOUR EXHIBITION STAND SUPPLIER

If you choose an exhibition stand designer outside our official list, please provide their details to beatriz.oliveira@plsa.co.uk upon appointment so we can coordinate with them directly.

EXHIBITION OVERVIEW

VENUE DETAILS

Edinburgh International Conference Centre, EICC

The Exchange

Edinburgh

EH3 8EE

Scotland, UK

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

EXHIBITION OPENING TIMES

Tuesday 11 March 12:30-19:00

Wednesday 12 March 08:30-17:45

Thursday 13 March 08:30-14:00

DESIGN AND BUILD PARAMETERS

By choosing a space only stand you are committed to meeting the space only stand build parameters set out in this manual. If your stand does not meet these, you will be required to take a Show ready stand. If you booked space only but would like more information on the Show ready packages, please contact beatriz.oliveira@plsa.co.uk.

EXHIBITION BUILD SCHEDULE FOR SPACE ONLY STANDS

Please note the exhibition is 14-hour build.

Monday 10 March 08:00* – 22:00

Tuesday 11 March 08:00 – 12:00 **Stand dressing only. No construction may take place during this time.**

EXHIBITION BREAKDOWN SCHEDULE

Thursday 13 March 14:00 – 22:00

We politely remind you that you cannot commence packing up your stand until the official close of the exhibition at 14:00.

Stands nearest to the loading bay will load out first. DSV Fairs and Events will share a load-out schedule with contractors beforehand. Lorries are allowed in only after DSV confirms the stand is dismantled. Notify the DSV desk when your stand is ready for the next steps.

LOAD-IN SCHEDULE AND BOOKING A SLOT

A *load-in schedule will run from 08:00 to 22:00 on Monday 10 March. Contact Ricky at ricky.straw@dsv.com with your load-in time request by **Friday 7 March**.

Priority will be given to contractors with multiple stand builds or larger scale stands. **Self-loads cannot access the loading bay before 10:30.**

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

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

SPACE ONLY STAND BUILD PARAMETERS

Exhibition stand platform

The venue is permanently carpeted with blue/grey floor tiles. You must lay a ramped platform on top of the existing carpet tiles if providing your own flooring.

We request 40mm floor ramped at all sides for accessibility purposes. Please also consider fully recyclable flooring materials.

Please refer to image below as an example. Please be advised that the fall of the ramped edge must be contained within your allocated stand space and not overextend into the gangway.



Walls between adjoining stands

It is the responsibility of the space only exhibitor to provide solid partition walls between themselves and their neighbours to a minimum height of 2.5m. Each dividing wall must be decorated on the reverse in white above 2.5m to the max build height. Any boundary not directly attached to another exhibitor should remain open. Open sides are depicted on the floor plan with a dotted line. Closed sides are depicted with a solid line. Please refer to the exhibition floor plan.

Solid walls

Solid walls are not allowed where a boundary faces an aisle. Walling on the perimeter of a stand facing an aisle must not exceed one third of the open side's length. For example, on a 6m open side length, only 2m of the open side can be solid walling; the rest must remain open or use transparent material.

Exhibitors are aware of their stand location at the time of booking. It is the responsibility of the exhibitor or the stand designer to ensure that sides remain open. An island site with four sides open for example **must** remain an island site.

Maximum stand height

The maximum build height in the show is 4m, including platform. No part of any stand may sit above or be flown above 4m (apart from flown light trusses). Two storey stands are not permitted. Items may not extend into the aisles or protrude above the maximum building height. Please note stands F4 and F6 are restricted to a 3.5m build height. This is due to restricted ceiling height in this section of the hall. Please refer to the technical floor plan.

Stand approval process for space only

Your contractors will be requested to submit stand plans for approval to beatriz.oliveira@plsa.co.uk no later **than Friday 31 January**.

Contractors will be sent H&S information request, which includes:

- ▶ 1 plan to scale not less than 1:50
- ▶ stand dimensions
- ▶ build heights
- ▶ orientation details
- ▶ risk assessment & method statement (RAMS)
- ▶ construction phase plan (CPP)
- ▶ fire retardant certification, for such materials as:
 - ▶ graphic materials
 - ▶ floor coverings
 - ▶ artificial plants/artificial flower arrangements/artificial grass
 - ▶ furniture
- ▶ copies of employment & public liability insurance
- ▶ completed contractors site induction

Waste management

When designing your stand, please be conscious of the materials used and how to recycle them. Any wood, carpet or vinyl must be removed from site by your contractor as it cannot be processed by the on site recycling and waste management. We kindly ask you to keep waste to a minimum and for collection to be made once the stand is built.

Rigging

Any rigging enquiries for exhibition stand build please contact nigelm@eicc.co.uk.

Hanging banners

It is not possible to have a hanging banner above your stand due to the ceiling height at this venue.

DELIVERIES AND LOGISTICS

USING OUR OFFICIAL COURIER – DSV FAIRS AND EVENTS

Having one official courier for the event means that we can reduce the number of individual deliveries to site, therefore reducing the carbon emissions.

FORKLIFT HIRE

All requests for forklift hire should go to DSV Fairs and Events, the official courier for the event. Please contact ricky.straw@dsv.com before **Friday 7 March**.

DELIVERY ADDRESS

PLSA Investment Conference 2025 (11-13 March)

Edinburgh International Conference Centre, EICC

The Exchange

Edinburgh

EH3 8EE

Scotland, UK

DELIVERY INSTRUCTIONS

Orders can be placed by filling [this order form](#) and emailing ricky.straw@dsv.com directly.

Should you opt for a different courier, please note that 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](#).

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

Company name:

Stand number:

PLSA Investment Conference 2025 (11-13 March)

Edinburgh International Conference Centre, EICC

The Exchange

Edinburgh

EH3 8EE

Scotland, UK

[Map here](#)

A pre prepared label is available [here](#).

Ahead of the event, please inform the events team of how many parcels you are sending to the venue, so we can best support you, should you wish to use a different courier from the official one. The same applies to returning parcels, please ensure you include a returning parcel and inform the events team of how many parcels you are returning and any returning instructions, such as supplier used.

POST EVENT COLLECTION/FREIGHT

We recommend using DSV Fairs and Events for your return collections. For returns, attach return labels to parcels and bring them to the loading bay area. If using DSV, label your freight and leave it on the stand for collection. Items left on or near your stand after 20:00 without paperwork will be shipped to DSV's warehouse at a cost of £35.00 for up to 25kg, with higher rates for larger items.

SERVICES FOR YOUR STAND

FULL CIRCLE – ELECTRICAL ORDERS, 24-HOUR POWER, FURNITURE

Electrical services and 24-hour power supply

Power to the exhibition hall will be turned on at 08:00 and shut down at 20:00 on each open day. A 24-hour supply can be arranged along with all electrical orders via the [exhibitor portal](#).

Make sure PLSA has accurate details for your logistics contact to avoid delay in setting up your portal access. This contact will receive a unique username and password, sent via exhibitors@exhibitconnect.co.uk. Please check your inbox (and spam/junk folders) for this email.

For help with the portal contact: Tel: 0161 393 3949 or Email: exhibitors@exhibitconnect.co.uk.

Electrical services and 24-hour power supply – **deadline 14 February**

Include the stand number, company name and main contact in any correspondence.

Furniture orders

Furniture can be hired via Full Circle's partner [DZine](#). Browse the catalogue and order via their [online shop](#). If you need any help, you can contact them via Tel: 01299 824 10 or Email: info@dzinefurniture.com

For general quires for Full Circle contact the Full Circle Exhibitor Team:

Tel: 0161 393 3949

Email: plsainvestmentconference25@fullcircleeventsltd.co.uk

DSV FAIRS AND EVENTS – OFFICIAL EVENT COURIER AND ON SITE STORAGE

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.

Courier, freight handling and lifting

Orders can be placed by completing [this order form](#) and emailing ricky.straw@dsv.com directly. Deadline **25 February**.

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 and charges, please contact ricky.straw@dsv.com. Please bear this in mind when planning/designing your stand. Deadline **25 February**.

LEITH'S – STAND CATERING

Please note that all food and beverages distributed or given away from exhibition stands must be supplied by the official caterers, Leith's. If you intend to provide food or beverages not supplied by Leith's you will need to contact Katy Allen katy@eicc.co.uk, Tel: 0131 519 4002, to discuss your requirements. Please note that charges may be applied.

The stand catering menu is available in [IV25 Catering order portal](#) and orders can be placed in through the same link, two weeks prior to the event (**from Tuesday 25 February and only and up until 7 March**).

Any exhibitor providing food or drinks on site will need to have the allergens clearly on display.

Service of alcohol

PLSA understands that hospitality is an important part of hosting an exhibition stand at our events. We are committed to creating an environment that is inclusive and welcoming to all and are encouraging that non-alcoholic options are available at exhibition stands. We are also requesting that our exhibitors refrain from serving alcohol prior to the afternoon refreshment break.

Services - external contractors

If you plan on appointing any external service providers e.g. coffee baristas, or other stand entertainment or alternative catering please let Beatriz know to ensure that you receive the relevant and appropriate guidance. Email: beatriz.oliveira@plsa.co.uk or Tel: 020 7601 1739.

EICC – AV, INTERNET, WATER AND WASTE, EXHIBITORS' STAND CLEANING

AV

If you would like to hire any AV equipment, please order using [this form here](#). Deadline **14 February**.

Internet

The PLSA will be providing a wireless internet connection throughout the venue for the duration of the event to facilitate the conference app. If you require a secure and dedicated connection for your exhibition stand, please organise this by using [this form](#). Deadline **14 February**.

Water and waste

For water and water waste requests, please contact events@eicc.co.uk directly. Deadline **14 February**.

Exhibitors' 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 by filling in [this form](#) and following the instructions in it. Deadline **14 February**.

HEALTH & SAFETY

Please ensure that you have read and understood the contents of the [H&S appendix](#) for essential information including CDM and PPE requirement during build and breakdown. Any questions regarding health and safety, should be directed to Ray Critchley, from Event Management Safety Solutions Ltd, through enquiries@em-ss.co.uk, Tel: 07711 475107.

Every exhibitor and contractor must as well complete and return a [Venue Client & Contractor Guidelines](#) to beatriz.oliveira@plsa.co.uk no later than **Friday 21 February**.

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.

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 7 March**.

- ▶ 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.

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

GENERAL INFORMATION FOR ALL EXHIBITORS

DELEGATE REGISTRATION

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.

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 **24 January 2025**.

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.

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 7 March**.

Yellow 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.

Purple 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.

PLSA EVENTS 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](#).

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.

PARKING

There are many car parks in close walking distance to the EICC. Please access the following links for further details:

[National Car Parks \(NCP\)](#) in central Edinburgh

[Sheraton Hotel Car Park](#) located 150 meters from the EICC, with limited accessible parking spaces

[Simple Street Car Park](#) located 300 meters from the EICC

[Spaces near EICC available via yourparkingspace.co.uk](#)

ACCOMMODATION & TRAVEL

Preferential rates and a seamless booking service for accommodation in Edinburgh 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.

ACTIONS CHECK-LIST FOR SPACE ONLY STANDS

Action	Delivery	Delivery deadline
Confirm appointed stand contractor details with PLSA	Exhibitor to send information to beatriz.oliveira@plsa.co.uk	As soon as contract sign and no later than 10 January
Submit delegate registrations	Exhibitor to register delegates here	24 January
Submit stand plans, RAMS and all H&S documentation required	Contractor appointed by Exhibitor to send information to beatriz.oliveira@plsa.co.uk	31 January
Deadline to upgrade to Show ready package	Exhibitor to send information to beatriz.oliveira@plsa.co.uk	31 January
Submit electrics orders	Exhibitor to submit through the exhibitor portal	14 February
Submit internet orders	Exhibitor to submit this form to events@eicc.co.uk	14 February
Submit AV orders	Exhibitor to submit this form to events@eicc.co.uk	14 February
Submit Stand cleaning orders	Exhibitor to submit this form to events@eicc.co.uk	14 February
Joining instructions received	PLSA	18 February
Submit Venue Client Contractor Guidelines signed	Exhibitor to send filled in form to beatriz.oliveira@plsa.co.uk	21 February
Submit “No significant risk” and “exhibitor induction” forms signed	Exhibitor to send “No significant risk” and “exhibitor induction” forms to beatriz.oliveira@plsa.co.uk	21 February
Submit “contractor induction” form signed	Contractor appointed by Exhibitor to send “contractor induction” form to beatriz.oliveira@plsa.co.uk	21 February
Submit catering orders	Sponsor to submit through the IV25 Catering order portal	From 25 February until 7 March
Request forklift hire	Contractor appointed by Sponsor to request to ricky.straw@dsv.com	25 February
Book your load in time with DSV Fairs and Events	Contractor to book with ricky.straw@dsv.com	25 February
Book freight handling shipping	Sponsor to contact ricky.straw@dsv.com	25 February
Submit furniture orders	Contractor/Sponsor to request via Dzine	25 February
Submit requirements for contractor passes	Contractor to request from beatriz.oliveira@plsa.co.uk	7 March

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 2025 Investment 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 EICC (Edinburgh International Conference Centre) 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 the Exhibition technical manual.

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 13 March 2025 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

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.

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).

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 Leith's. Please contact Katy Allen, katy@eicc.co.uk, Tel: 0131 519 4002, with your requirements.

Restrictions

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.

Competitive activity

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.

Competitive Organisations may not conduct any of the following acts outside their exhibition stand within the confines of EICC (Edinburgh International Conference Centre) 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.

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.

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 EICC (Edinburgh International Conference Centre) 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 10 March 08:00 – 22:00

Tuesday 11 March 08:00-12:00 stand dressing only

Show ready stands

Monday 10 March 16:30 – 22:00

Tuesday 11 March 08:00-12:00 stand dressing only

All work to be completed to the satisfaction of the Organisers by 22:00 on Monday 10 March.

Date for dismantling

Strictly not before 14:00 on Thursday 13 March. All areas to be cleared by 22:00 on Thursday 13 March. Exhibitors must report to DSV Fairs and Events 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 13 March 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

PLSA understands that hospitality is an important part of hosting an exhibition stand at our events. We are committed to creating an environment that is inclusive and welcoming to all and are encouraging that non-alcoholic options are available at exhibition stands. We are also requesting that our exhibitors refrain from serving alcohol prior to the afternoon refreshment break.

Code of conduct at PLSA events

We are committed to providing a safe, respectful, and inclusive environment for all attendees, staff and suppliers at our events. We appreciate your cooperation and commitment to safeguarding as we work together to create a positive and secure environment for everyone.

This code of conduct outlines our expectations for participant behaviour and the consequences of unacceptable behaviour in line with the Equality Act 2020.

Expected behaviour

- ▶ **Respectful communication:** All participants should engage in respectful and constructive communication. Harassment, discrimination, or any form of abusive behaviour will not be tolerated.
- ▶ **Inclusivity:** We value diversity and inclusivity. All participants should treat each other with respect, regardless of gender, sexual orientation, disability, physical appearance, body size, race, or religion or belief, sex, sexual orientation, marriage

and civil partnership, and pregnancy and maternity, as protected under the Equality Act 2020.

- ▶ **Professional conduct:** Participants are expected to conduct themselves in a professional manner at all times. This includes respecting the venue, suppliers, staff, and other attendees.

Alcohol consumption

- ▶ **Moderation:** Alcohol may be served at certain events. We encourage all participants to consume alcohol responsibly and in moderation. Individuals are responsible for their consumption.
- ▶ **Behaviour:** Excessive alcohol consumption leading to disruptive or inappropriate behaviour will not be tolerated. Participants who are visibly intoxicated may be asked to leave the event.
- ▶ **Non-alcoholic options:** Non-alcoholic beverages will be available at all events where alcohol is served.

Unacceptable behaviour

- ▶ **Harassment and discrimination:** Harassment of any kind, discrimination, or any form of abusive behaviour towards any participant will not be tolerated.
- ▶ **Disruption:** Disruptive behaviour that interferes with the event or the enjoyment of other participants is unacceptable.
- ▶ **Damage to property:** Any damage to the venue or property will be the responsibility of the individual involved.

Reporting and consequences

- ▶ **Reporting:** If you experience or witness any form of unacceptable behaviour, please report it immediately to kate.hadley@plsa.co.uk or 07717 895 070. Or angela.chapman@plsa.co.uk or 020 7601 1775. All reports will be handled confidentially.
- ▶ **Consequences:** Participants who violate this code of conduct may be subject to expulsion from the event without a refund and may be banned from attending or working for the PLSA at future events.

We appreciate your cooperation in creating a positive and respectful environment for everyone. Thank you for your commitment to upholding these standards.



**Pensions and Lifetime
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