

Exhibition Protocol

For exhibitors

- Build Up** **Tuesday 23rd Sept 2025 12.00 – 17.00**
All displays and exhibits must be completed by 17.00 hrs on Tuesday.
- Open Days** **Wednesday 24th Sept 2025 – 08:30-09:20, 10:30-11:00, 12:30-14:00, 15:30-16:00**
Approximate times
- Thursday 25th Sept 2025 – 08.30-09:00, 10:30-11:00, 12:30-14:15**
Approximate times
- Breakdown** **Thursday 25th Sept 2025 - 14.15 – 16.30**
Dismantling of stands
- Get out time** All exhibits, stand fittings etc to be **removed by 16.30, Thursday 25th September 2025**. All exhibition stands and materials must be removed from the exhibition venue by the advertised get out time.
- Organisers Office** The conference organisers will be located at the JCT exhibition stand at all times.
- Badges** For Security and catering reasons, exhibitor badges must be worn at all times even if you also use a company name badge.
- Loading** Access to the loading bay is located from the square outside the museum on Armouries Drive. This is on ground level. Trolleys are not provided. Please be aware that parking on the square is not permitted.
- If you wish to use the venue's loading bay, you must book a time slot and provide your vehicle registration number at least two weeks in advance as there is limited space on the square. After unloading, the set up crew **must** move their vehicles immediately. If you do not book a time slot or arrive at the incorrect time you will be instructed to move to an alternative parking area until access is available. A time limit of up to 30 minutes is in place. The Royal Armouries (RA) team will manage this. Time slots will be available for unloading from 12:00hrs on Tuesday (earlier set-up may be available on request, please contact us to arrange this) and will last for 30 minutes and after the event from 14:15hrs. **Please can you let me know as soon as possible your expected/preferred time of arrival/departure** and I will try to allocate a suitable time slot for you. Also, if you expect unloading to take longer than 30 minutes or if you are bringing a large vehicle/lorry then please discuss this with us in advance to ensure appropriate parking and extended time slots are allocated to you.
- Tables** Clothed 6ft trestle tables may be booked in advance by contacting JCT. Two chairs will be issued with each table ordered.
- Housekeeping** It is not permitted to affix anything to the fabric of the building (no blu-tack, pins etc), and that any signage brought onto site must be freestanding and of a professional quality. Any signage brought onto site to be located within the Street area must have prior approval, in accordance with the Royal Armouries fire evacuation procedures. Specific approved locations will then be confirmed for this signage.

Toilets are located on the first floor, which is accessible by lift and stairs, with disabled access toilets located on the ground floor.

Smoking and vaping is not permitted anywhere within the Museum Building. There are designated smoking areas outside the venue which are clearly signposted.

Royal Armouries Hosts are uniformed if you require any assistance. In the event of an emergency, please follow the instructions of the Hosts.

If it is necessary to evacuate the building, a recorded message will be broadcast throughout the venue asking delegates to leave by the nearest available exit. The first evacuation zone is on the Tilt Yard opposite the Holiday Inn. Follow the instructions of the Hosts at all times.



For medical assistance, alert a Host or JCT who will contact a first aider.

Please ensure you take all of your belongings with you and do not leave items unattended at any time. Lost property is taken to Security Control or alternatively, ask a Host for assistance.

It is not permitted to take food, drinks or luggage into the auditoriums.

Waste

Any general paper or cardboard waste can either be disposed of by exhibitors or it can be marked up for recycling within the hall where RA will remove it for you. All other waste must be disposed of responsibly.

RA have always been supporters of the 'reduce, reuse and recycle' mantra in terms of waste management. RA separate and recycle glass, cardboard and paper waste and incinerate all other waste to create electricity for local homes and businesses through Leeds City Council's Waste to Energy scheme. The resulting ash from this process is also stored and used as aggregate for road building.

Parking

CitiPark Leeds Dock multi-storey car park has approximately 1600 spaces and is in short walking distance to the venue. There are multiple disabled parking spots on each floor with lift access. There are further disabled parking spaces free of charge located on Armouries Drive.

Please ensure you are following the signs along Armouries Drive and not stopping in any undesignated area as this may result in receiving a fine.

Regulations No kettles, cooking, warming of food, alcohol, food or soft drinks are allowed. Refreshments will be provided.

No naked flames, smoke, haze etc. are allowed in the Hall or Museum itself due to the nature of the venue.

Deliveries RA can only accept small deliveries before the event as the space is in use.

Please ensure labels for boxes are labelled with the following information:

FAO – Traffic Signal Symposium – 24th & 25th September 2025

Event Organiser: JCT Consultancy

Venue contact: Poppy-May Rickard

Room Name: Royal Armouries Hall

Royal Armouries Conference and Events

Armouries Drive

Leeds

LS10 1LT

Anything that does not follow the above layout cannot be guaranteed to make it to the event. Please note, we do not have storage for deliveries before or after events so everything left is at your own risk. Nothing to be delivered more than 2 days before the event and if not collected by 2 days from the event, RA will dispose of the boxes.

Please ensure items are packed appropriately with correct labelling for courier collections, otherwise these are likely to be rejected.

Wi-Fi RA's standard Wi-Fi provides approximately 15mbps upload/download.