

Exhibitor Manual

Introduction



Welcome to The All-Wales Boat and Leisure Show 2022

This manual is intended to make your participation at the event as smooth and productive as possible. If you have any questions, queries, or concerns please contact Gareth Price for the show: gareth@sbarc.net or 07395 32966

Please return all required documents by Friday 26th November 2022

1. ARRIVAL

Time to arrive

Access for setting up for the the All-Wales Boat & Leisure Show will be from 1-5pm on Friday 4th February 2022 – you will be supplied with a slot and entry point to ensure that everyone has sufficient space and time to set up.

Address of Venue: Venue Cymru, Promenade, Llandudno, LL30 1BB

If travelling by road from the North-West use the M56 and A55 expressway. From the Midlands and the South of England use the M6, M5 and M1. From Holyhead and South-West Wales use the A487 and A55 expressway.

If arriving to Conwy exit the A55 at junction 17 and follow Meirion Dr to Conwy Quay Marina. For Boat lifting arriving to Deganwy exit the A55 at junction 18 and take the A546 to Deganwy turning left at the traffic lights at the level crossing.

Venue Cymru is 4 miles away from the A55 and takes approximately 8 minutes by car, giving access from all over the Northwest and beyond via M62/M56. From Junction 19 of the A55, follow signs for Llandudno and take the



A470 (Royal Welsh Way), from there follow the brown road signs marked Venue Cymru. Venue Cymru Post Code, LL30 1BB



Car Park

Venue Cymru operates a Pay and Display car park at the rear of the building, with designated disabled parking bays to the left of the main entrance. Parking is also available on the Promenade which is also Pay and Display until 4pm, to which then it is free of charge.

Pay & Display Tariff

2 Hours - £1.60

4 Hours - £3.20

10 Hours - £5.20

24 Hours - £10.00

Night, 6pm - 8am - £2.10 (for any amount of time between these hours)

Blue badge holders must pay unless parked in a marked disabled bay.

Prices subject to change.

Promenade Parking - Pay & Display

Payable 10am - 4pm

Summer: 1 May - 30 September

4 Hours - £3.70

Over 4 Hours: £5.20

Winter: 1 October - 30 April

4 Hours - £2.60



Over 4 Hours: £3.70

Blue badge holders: Free of charge | Motor Caravans prohibited between 11pm – 8am

Prices subject to change.

Additional Llandudno Pay and Display car parks can be found here - <https://bit.ly/36CQ8n7>

By Bus

Several bus services pass right outside the rear of Venue Cymru (In front of the car park):

12 – Rhyl Bus Station – Regular service running approx. every 10 minutes, Monday-Saturday. Limited service on Sunday.

5 / X5 – Bangor – Regular services running approx. every 20 minutes until 6pm, then approx. every 60 minutes, Monday-Saturday. Limited service on Sunday.

X1 - Blaenau Ffestiniog – via Llanrwst & Betws-y-Coed – Regular service running approx. every 60 minutes, Monday-Saturday. Sunday service running at approx. every 3 hours.

For more information on Llandudno bus services [Click here](#).

By Train

Venue Cymru is around a 10-minute walk from both Llandudno train station and Llandudno Town Centre.

If you are exiting Llandudno station, take a left and follow Vaughan Street, continue to merge onto Mostyn Broadway. From here, continue down Mostyn Broadway and Venue Cymru will be on your left-hand side, just past Llandudno Swimming Centre.

Train times and fares can be obtained from:

- National Rail: www.nationalrail.co.uk / 03457 48 49 50
- Trainline: www.thetrainline.com

You can also check the real time status of your journey at https://www.nationalrail.co.uk/service_disruptions/indicator.aspx

2. ACCESS DURING EVENT

During the show exhibitors will be able to access the site two hours before opening to the public. You will be able to replenish your stall during this time, you must be ready to trade half an hour before opening time.

3. ACCOMMODATION

You can find information about local accommodation at this website under the “where to stay” tab: www.visitllandudno.org.uk



4. SETTING UP GUIDELINES

When setting up your exhibition space please keep the following things in mind.

Stay within your pitch. We have a tight footprint for the exhibition space at the show and it is important that all the exhibitors honour the space dimensions they have confirmed in the application form.

Safety: Erect your exhibition space in a safe manner and ensure that there are no unnecessary risks to your safety or to the safety of the customers of the All-Wales Boat & Leisure Show.

No wall height should exceed 3.0 metres without the written permission of the AWBS.

Plans must prove structural stability. Failure to do so will result in non-approval for construction.

An event specific Risk Assessment together with a Method Statement indicating any construction must be supplied with your plans in compliance with health and safety regulations, together with evidence of Insurance for Public Liability and a completed Health and Safety Declaration.

All work must be carried out using non-flammable materials, including timbers and finishes.

The design of the auditoria or stands must be such that it can be erected and dismantled within the time available. If you erect or allow the erection of any structure, which does not conform fully, and in all respects, to the requirement of the AWBS2022 and Local Authorities, the AWBS2022 shall be at liberty to enter the space and alter, demolish and/or reconstruct the structure, to make it conform to the regulations and requirements. You shall, on demand, repay the AWBS2022 all expenses incurred, in respect of such alterations, demolition and reconstruction. Venue Cymru decisions are final.

Where neighbouring auditoria or event spaces and visitor flows are affected, you will not be permitted to block their event spaces or stands in any way. You are responsible for all actions of any supplier you employ to carry out work for you at the show. Any damage caused by a supplier will be charged directly to you, as you will be held responsible for any misconduct at the event.

An allowance for wheelchair access must be given when designing your event spaces. Please refer to Disabled Access. Doors or enclosed storage areas must have an unobstructed viewing panel installed for reasons of Health and Safety and Security.

Under no circumstances will space only or stands be permitted to commence construction outside of their build times. It is your responsibility to ensure your event space is built to the correct boundaries building work.

Solid runs of stand wall along gangway edges are forbidden.

Emergency access, doors and gangways including show public corridors must not be blocked.

Exhibition Space Categories

Hard Standing Open Space

This space at Venue Cymru is basic open space on hard standing. If you have booked this option at the show you will need to provide your own structure to exhibit from.

You will need to ensure that this structure is secure and safely held to the ground.

You will need to provide all of your own furniture for your stall unless you have requested furniture in your application form.



Electrical Equipment

If you have requested electricity for your exhibition stall, we request that you set up all of your electrical equipment in a safe manner and that the equipment has had a PAT test completed.

Our site electrician will conduct a check of the site to ensure you will not be drawing a large amount of power and that you have safely set up this equipment.

If you have not requested electricity but require it for your stall, please call our office to add this to your order as soon as possible enquiries@allwalesboatshow.com.

5. GENERAL DAY TO DAY

Site opening times are as follows:

| Date | Opening to Exhibitors | Open to Public | Close to Public | Site Closed |
|-----------|-----------------------|----------------|-----------------|-------------|
| Fri 4 Feb | 1300 | N/A | N/A | 1700 |
| Sat 5 Feb | 08:00 | 10:00 | 17:00 | 18:00 |
| Sun 6 Feb | 08:00 | 10:00 | 17:00 | 18:00 |

Site Opening Procedures

Exhibitors will enter the site and set up from two hours before opening each day. Every morning of the show the site manager will check the site and confirm that it is safe and ready to let the public enter.

At 9:30 every morning of the show there will be a short briefing given by the site manager or the production manager. We ask that one representative from your stall could attend this short meeting at the beginning of each day.

Emergency Procedures

At any time during the day, we ask that you report any concerns to a steward who will then contact the site manager or production manager or the relevant authority if necessary.

The event manager will brief all exhibitors prior to the opening of the event giving details of any emergency procedures.

Insurance

The Organisers and Venue Cymru cannot be held responsible for any loss or damage to stands, exhibits, property or equipment. Exhibitors are responsible for insuring against any legal liability incurred in respect of injury or damage to persons or property belonging to themselves or third parties. In addition to this, exhibitors should protect expenditures against abandonment and cancellation or curtailment of the event due to reasons beyond the control of the venue or the Organisers.

Security

The All-Wales Boat & Leisure Show will be a fully secured site event.

Venue Cymru will be operating 24-hour surveillance of the site.

At the end of the day, when the exhibition areas are to be vacated, Security will be informed so that these areas can be secured. Please ensure that your stand personnel take all personal belongings with them at the end of each day. The organisers and the venue cannot accept responsibility for any damage to and/or loss of any property introduced by exhibitors or contractors. Please ensure that all electrical equipment has been turned off before leaving the show at the end of each day.



Deliveries

Exhibitors are discouraged from delivering products in advance and will not be able to send any deliveries until Friday 4th February. If any couriers attempt to deliver anything to the venue before the organiser tenancy begins, they will be turned away. Deliveries will be accepted between 8am-5pm. We will accept no liability for deliveries to the venue including loss and damages.

Any items left in storage after the event will incur a fee.

Internet Access

Free Wi-Fi is available.

6. Departure

Trading will cease at 17:00 on Sunday 6 February and the public will be off the site. Departure from the site can only begin once the site has been cleared of the public and the event manager has authorised the departure of the exhibitors.

You will be able to begin packing up your stock once trading has finished but we ask you not to begin dismantling your stall structure until the site is clear of the public and it is safe to do so. You will be notified when you are able to proceed with dismantling your stall.

Vehicles will only be allowed on site once there is sufficient space and the event manager or production manager have authorised this. Boat trailers will be able to be towed from the site once there is sufficient space to do so.

Cleaning and Waste

Excess waste should be removed entirely from the premises and should not be disposed of appropriately. Any waste left by you may incur additional charges.

7. CHECKLIST

Here are a few things to send us information of or notify us of if you have not done so already.

- Send completed application form to the All-Wales Boat & Leisure Show administrator (risk assessment, copy of public liability certificate etc).
- Complete payment bank transfer for your exhibition space.
- Notify us if you need shell scheme, electricity, or furniture for your stall.
- Notify us of your confirmed exhibition name for the show to be displayed on the AWBLS website.
- Covid restrictions and guidelines will need to be in place, please ensure that you check the latest updates <https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions>

Please notify us of this information by email at enquiries@allwalesboatshow.net

