



ARMA 2026

HARROGATE | 16-18 JUNE

EXHIBITION MANUAL

www.armaconference.com

Contacts

Exhibition Organisers / General Queries

ARMA 2026 Conference Secretariat

Abbey Conferences

Shandwick House

67 Shandwick Place Edinburgh EH2 4SD

Email: armaconference@abbeyuk.com

Contact: Ilona Rama and Jessee Mooney

Event Design Department

Harrogate Convention Centre (HCC)

King's Rd, Harrogate

HG1 5LA

United Kingdom

Email: exhibitionservices@harrogateconventioncentre.co.uk

Phone: +44 (0)1423 500 500

Location

Harrogate Convention Centre (HCC)

King's Rd, Harrogate

HG1 5LA

United Kingdom

The exhibition will be located in Hall C. The room is not carpeted and access to power sockets will be provided.

Refreshment breaks will take place in the exhibition area with tea / coffee made available to exhibitors 15 minutes before the scheduled time and lunch being made available 30 minutes before the scheduled time.

For details on how to get to the Harrogate International Conference Centre, please see the venue website: www.harrogateconventioncentre.co.uk

Registration

All exhibitors must be registered in advance of the conference, and badges must be collected from the registration desks situated in the Entrance 1 main foyer of the Harrogate Conference Centre. The time allocated to set up time for your exhibition desk is 11:00 - 16:00 on the 16th of June.

Exhibitor Set-Up, Opening and Breakdown Times

Set-up:	Tuesday 16 th June	11:00 - 16:00
Opening:	The exhibition area will be open throughout the conference at the following times:	
	Tuesday 16 th June	18:00 - 20:30
	Wednesday 17 th June	08:30 - 17:30
	Thursday 18 th June	08:30 - 14:00
Breakdown:	Thursday 18 th June	14:00 - 17:00
Welcome Reception:	Tuesday 16 th June	18:30 - 20:00

All times are subject to change.

Welcome Reception: All exhibitors are asked to join us for our Welcome Reception on Tuesday 16th June at 18:30 - 20:30, on a complimentary basis. The Welcome Reception will be held in **the Harrogate Convention Centre, Hall D**. This is a great opportunity for exhibitors to enhance their delegate engagement and networking throughout the conference.

Important Information for Exhibitors

- Exhibitors can access the venue from 11:00 on Tuesday 16th June
- All exhibitors must be registered in advance of the conference.
- The maximum permitted height of any exhibiton material is 2.5 meters.
- All stand materials must fit within the space allocated to you. Any materials that do not fit will not be permitted to be displayed.
- All stands must be complete and ready for inspection by 16:00 on Tuesday, 16th June.
- All stands must be manned during exhibition opening hours by exhibitors to ensure the smooth running of the exhibition.
- Under no circumstances are exhibitors permitted to remove any goods from their stand before the close of the exhibition at 14:00 on Thursday 18th June.
- Exhibitors must have removed all of their belongings from the Harrogate Convention Centre by 17:00 on Thursday 18th June.
- Everyone involved in the build up and breakdown must wear a HiVis
- Please be aware that exhibitors are not permitted to distribute food or beverages from their stand.

Exhibtion Stands

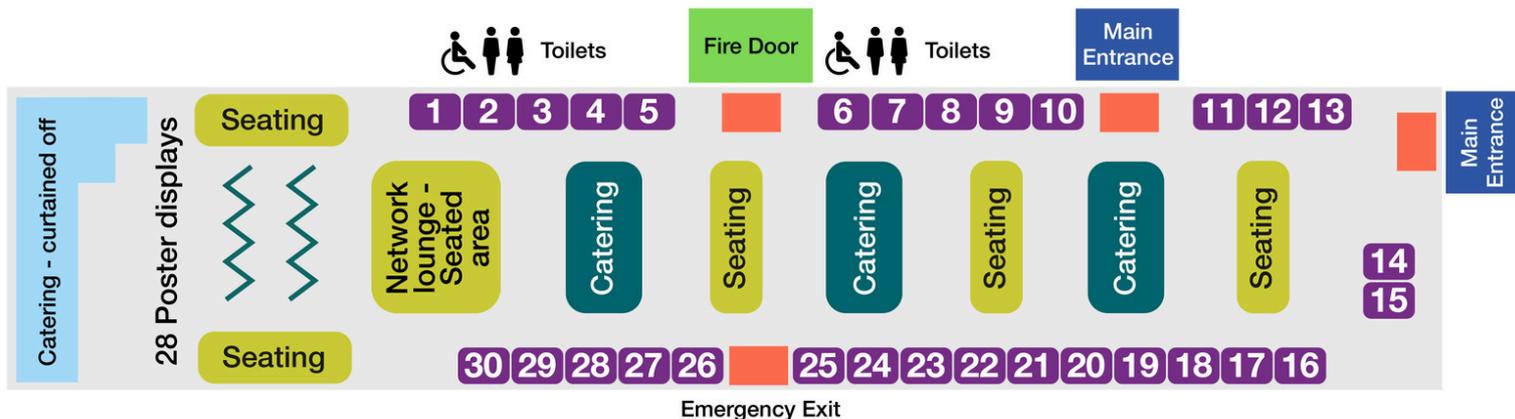
All stands will be table top stands, with a clothed trestle table (L183cm x W76.5cm x H72.5cm) and two chairs.

Exhibitors may bring a pop-up banner, no wider than 3m (6m for double stands). If you have any queries regarding your materials, please contact the Secretariat -

armaconference@abbeyuk.com

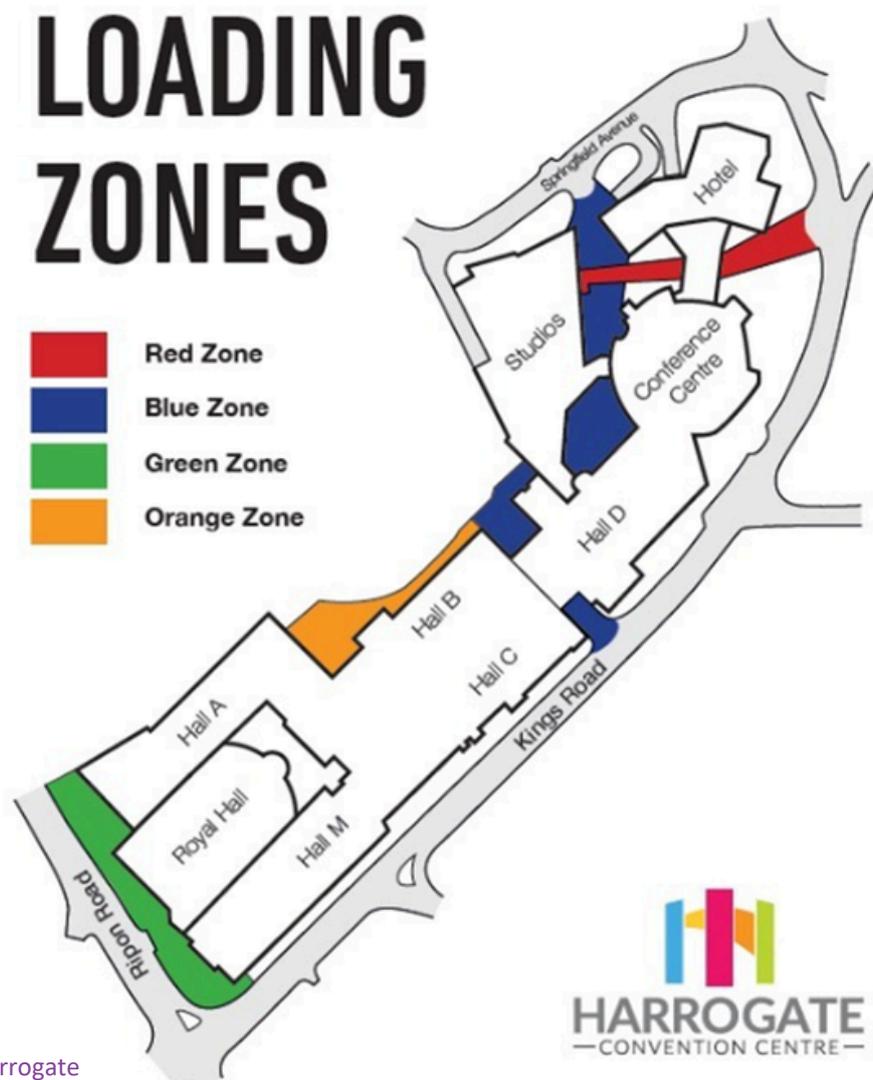
Exhibition Floorplan

Exhibition stands will be allocated to exhibitors in accordance with the level of sponsorship selected.



Please note that we reserve the right to change the layout of the stands if required.

Loading Zones



Deliveries

Delivery Address:

ARMA 2026
 16th – 18th June 2026
 Company Name
 Recipient Name - (Onsite Exhibitor Contact)
 Stand Number
 Harrogate Convention Centre (HCC)
 King's Rd, Harrogate HG1 5LA,
 United Kingdom

The Harrogate Conference Centre will only accept deliveries during the event tenancy, and a representative from the event organisers/exhibitors must be on site to accept.

Deliveries will not be accepted before Tuesday, 16th June. Please make sure that the ONSITE CONTACT is filled in correctly and is identical to the onsite individual representing the exhibition stand.

Please note: if exhibitors' items are on pallets, the vehicle would need to be equipped with a tail lift. Any deliveries made before the event tenancy period will be refused. This may result in the sender having to rearrange for the delivery/collection at their own costs. Additionally, Harrogate Convention Centre is unable to store any items after the event tenancy.

Should any items be left, Harrogate Convention Centre will endeavour to contact the owner of the items but any items unclaimed after 14 days will be disposed of at the exhibitors cost.

Please liaise with your event manager to ensure deliveries/collections are expected to use the address above.

Storage

Storage is not available to exhibitors during the exhibition. Any boxes or items not being displayed must be removed from the Harrogate Conference Centre or stored under your exhibition table.

Trolleys

Other than providing trolleys (which can be collected from the loading bay) free of charge, no additional equipment will be provided. Neither the exhibition organisers nor the Harrogate Conference Centre will provide any assistance with transporting exhibition materials onsite.

Internet Access

Complimentary WI-FI is available to help you stay connected, browse the web and check email.

Please note: Complimentary WI-FI is 3Mb is a shared, unsecured, and unsupported service for visitors to the Harrogate Convention Centre. This is suitable for web browsing and checking emails, but not recommended for downloading and running presentations, payment machines/PDQs, etc.

Ethernet

Should you require a wired connection please complete the [booking form](#) and send this directly to the event planning department at the email address below. Please note orders and payment will be required at least 14 days in advance.

T: +44 (0)1423 500 500

E: exhibitionservices@harrogateconventioncentre.co.uk

Parking

There is a 24-hour pay and display car park directly below the Harrogate Convention Centre and a further 1,200 parking spaces in the center of Harrogate.

There are also electric car charging points available just one minute from the venue. For more information, please visit the parking section of the [HCC website](#).

Whilst the Harrogate Convention Centre car park is available 24/7, please note that the entry and exit shutters are open from 06:00 to 23:59.

Insurance / Security

All exhibits and materials should be properly insured for transportation and for the conference. Please note, neither the organisers of ARMA 2026 nor Harrogate Conference Centre will take responsibility for damage or loss of any exhibitor materials. You should take every step to ensure the security of your stand and the items contained within, with the recommendation that insurance be undertaken where applicable.

All stand valuables should be secured overnight or when your stand is unmanned. Please be extra vigilant during build and breakdown times.

AV Hire

If you would like to hire plasma screens or any other audiovisual equipment, please complete the [booking form](#) and send this directly to the event planning department at the email address below. Please note orders and payment will be required at least 14 days in advance.

T: +44 (0)1423 500 500

E: exhibitionservices@harrogateconventioncentre.co.uk

Build Up and Breakdown Procedure

- Please do not dismantle your stand before the end of the exhibition at 2 pm on Thursday, 18th June.
- Please pack up your stand fully and make sure all items are removed.
- Exhibitors can leave their materials/boxes, etc in the Loading Bay for courier collection on the 18th June.
- Please ensure the courier knows exactly what items are being collected and the final destination of the goods.
- Items can be left for 1 working day before being stored; charges will then be applied to release items. Items left for longer than 5 working days may be disposed of.
- Neither the Harrogate Conference Centre nor the ARMA 2026 organisers accept responsibility for items left behind
- HiVis clothing and appropriate footwear (no open toe / no open heel) will be required during the build and breakdown of the exhibition in Hall C and loading zones.
- Please take the time to familiarise yourself with the following health and safety document and site rules document:
 - [HCC Emergency Procedures](#)
 - [HCC Site Rules](#)

Traffic Procedures

If you are arriving at Harrogate Convention Centre to unload or load your vehicle in the loading areas, Harrogate Convention Centre require you to book a time slot through the online vehicle booking system, Mobicdock. This will ensure the build-up and breakdown process is quicker and smoother for you.

No vehicle will be permitted access to loading areas without a booking confirmation. Vehicles arriving to HCC without an approved booking will be refused entry.

- All exhibitors, contractors and show suppliers must book every time they need to access the loading areas, whether during build-up, break-down or in exceptional circumstances during show open. This does not apply to couriers.
- Bookings will be open 30 days before the event start date.
- You are advised to make your breakdown booking at the same time as your build-up.
- To make a booking, please follow the link sent to you by the organiser or consult your exhibitor manual.
- If the driver details or vehicle registration number are not known at the time of booking, the time slot can still be reserved, and the details provided at a later date. All details must be completed prior to arriving at the venue.
- The time slot will be confirmed, and the vehicle pass available. Please ensure your driver has this before arriving at the venue. This can either be printed or presented electronically.
- Once registered on the system, any time you need to book another slot your details will already be stored associated with your username and password.
- Details can be amended, or a booking made at any time before arriving at the venue. This means traffic delays can be taken into consideration and booking slots amended.
- Please do not book a slot for any time before your vehicle is ready to load, as the vehicle will not be able to stay in the loading bay beyond the allotted time.
- Please follow instructions from HCC traffic staff.
- High visibility clothing must be worn at all times in loading areas.

Please note, that whilst every effort will be made to ensure the booking time is the time you will access the venue, traffic is dynamic and an approved booking does not guarantee space at the venue. Please arrive no earlier than 15 minutes prior to the confirmed booking time. Early arrivals will cause unnecessary delays and congestion.

Please familiarise yourself with the Mobile Dock application below:

- [Mobile Dock Application Explained](#)