

plasa 2018

LONDON | 16-18 SEPTEMBER

KEY INFORMATION

This Key Information is designed to provide you with information in advance of the Exhibitor Manual. The Exhibitor Manual will include order forms, space only regulations and any further information that is not available at the time of this being sent out.

If you have any specific queries, please do contact the Operations Team, our details are included within this information.

Show Timetable

BUILD UP	TIMES	STAND TYPE
Thursday 13 September	1200 – 2000hrs	Space Only stands – 200m2 and above ONLY
Friday 14 September	0800 – 2000hrs	Space Only stands – 48m2 and above ONLY
Saturday 15 September	0800 – 2200hrs 1300 – 2200hrs	All Space Only Stands Shell Scheme Stands

EXHIBITION OPENING TIMES

Date	HALL OPEN	SHOW OPEN
Sunday 16 September	0800 – 1830hrs	1000 – 1800hrs
Monday 17 September	0800 – 1930hrs	1000 – 1900hrs
Tuesday 18 September	0800 – see below	1000 – 1600hrs

BREAKDOWN	TIME	STAND TYPE
Tuesday 18 September & Wednesday 19 September	1615 – 1645hrs	Removal of hand carriable exhibits
	1645 – 1730hrs	Return of empties and flight cases
	1800hrs	Shell Scheme stands must be clear
	2000hrs	Space Only Stands under 48m2 must be clear
	1730 – 2200hrs	Space Only stands under 100m2 must be clear
	2200 – 0200hrs	Space Only stands over 100m2 working behind closed doors – very limited vehicle movement

Access Information

Venue Address:
Olympia Exhibition Centre
National Hall
Hammersmith Road
London
W14 8UX

Access to the loading area:

When using a Satellite Navigation System please use the postcode: **W14 8UX**

The vehicle access point allocated for loading and unloading during build up and breakdown of the show will be GATE G. This vehicle access point has been allocated for all size vehicles.

Olympia Exhibition Centre operates a vehicle booking system called **Voyage Control** during build up and breakdown.

You will receive an email from Voyage Control to access the online booking system 30 days before to the event:-

- Anyone who wants to unload or load a vehicle on-site will need to book a time slot on the system, based on the guidelines in the event timetable
- As an exhibitor, you will receive an email from Voyage Control 30 days prior to the show allowing you to book vehicles in based on the guidelines in the event timetable
- We highly recommend completing this as soon as possible on receipt of the email
- You can book your drop off for the build and collection for the breakdown at the same time, and print off your vehicle pass directly from the site
- You can either book in your stand contractors, or email the link to the contractor for them to book their own space. Your contractor will need to have the stand name and number when booking
- Your specific unloading/loading point will be highlighted when your access time is confirmed

Time limits for unloading/loading are:

- Cars - 30mins
- Vans & ½ tonne vehicles - 1 hour
- Artic - 2 hours

Once you have unloaded your vehicle you will need to remove it from the unloading space.

Accommodation

Event Express have secured a number of hotel rooms close to the venue which have favourable rates and flexible terms. Please contact Event Express on the details below:

T: +44 (0) 1905 732737

E: reservations@eventexpressuk.com

W: [Event Express](#)

Alcohol

If you intend to serve or sample alcohol, please ensure you note this on your [Stand Information Form](#)

Please note you will need a personal licensee for your stand, Exhibitors are also reminded that there will be a limited number of stands permitted to serve their own alcohol to visitors. For further information on this please contact tabitha@eventshaper.uk

Levy Restaurants are able to provide alcohol to your stand, they are also able to arrange ice deliveries and glassware.

T: +44 (0) 207 598 5700

E: andrew.allensimpson@compass-group.co.uk

W: [Stand Catering](#)

<p>Audio Visual</p>	<p>If you require Audio Visual solutions within your stand, please contact the official contractor for the show - Blitz Communications: -</p> <table border="1" data-bbox="451 241 1235 353"> <tr> <td>T: +44 (0) 207 598 5575</td> </tr> <tr> <td>E: gfrost@blitzges.com</td> </tr> <tr> <td>W: Blitz Communications</td> </tr> </table>	T: +44 (0) 207 598 5575	E: gfrost@blitzges.com	W: Blitz Communications
T: +44 (0) 207 598 5575				
E: gfrost@blitzges.com				
W: Blitz Communications				
<p>Badges</p>	<p>Exhibitor badges Exhibitor badges are valid during the build-up, open period and breakdown - please ensure that your team wear their badges when they are in the halls.</p> <p>Badges will be ordered through an on-line portal. This link will be made available within the Manual and badges emailed out to Exhibitors.</p> <p>Contractor Wristbands: Contractor Wristbands are valid throughout the build-up and breakdown. They are to be used by contractors or anyone who only requires access during these times.</p> <p>You can arrange your contractor wristbands collect your contractor wristbands by collecting them from Security on the doors.</p>			
<p>Carpet</p>	<p>Freeman are the official carpet contractor and can be contacted on the details below: -</p> <table border="1" data-bbox="451 1010 1235 1122"> <tr> <td>T: +44 (0) 247 630 9236</td> </tr> <tr> <td>E: EMEA.Exhibitorservices@freemanco.com</td> </tr> <tr> <td>W: Freeman</td> </tr> </table> <p>Shell Scheme stands will have light grey carpet.</p> <p>Space only stands are required to provide their own carpet and ensure that the carpet is removed and disposed of at the end of the event.</p> <p>Space only stands can be carpeted in light grey carpet by the organiser free of charge however this must be ordered prior to the build up. This can be arranged by contacting Freeman.</p>	T: +44 (0) 247 630 9236	E: EMEA.Exhibitorservices@freemanco.com	W: Freeman
T: +44 (0) 247 630 9236				
E: EMEA.Exhibitorservices@freemanco.com				
W: Freeman				
<p>Children</p>	<p>Children under the age of 16 are not permitted in the halls at any time during the show build up, open period or break down.</p>			
<p>Cleaning</p>	<p>Stands will be vacuumed prior to the show opening.</p> <p>Please note that surfaces and exhibits will not be cleaned.</p> <p>If you have any specific cleaning requirements you can arrange these directly with the venue on the number below or contact tabitha@eventshaper.uk</p> <table border="1" data-bbox="451 1839 1139 1912"> <tr> <td>T: +44 (0) 207 598 5511</td> </tr> <tr> <td>E: Kristina.Jearrad@olympia.london</td> </tr> </table>	T: +44 (0) 207 598 5511	E: Kristina.Jearrad@olympia.london	
T: +44 (0) 207 598 5511				
E: Kristina.Jearrad@olympia.london				
<p>Deadline Dates</p>	<p>There are 3 key deadline dates that we would like you to be aware of. Services can often be available after the deadline date however some of the costs may increase or availability may be restricted after this time.</p> <p>29th June - Deadline 1</p> <ul style="list-style-type: none"> • Complex space plans 			

18th July - Deadline 2

- Non-complex space plans

16th August - Deadline 3

- Audio Visual
- Car Parking
- Catering
- Electrics and Lighting
- Flooring and Platforms
- Floral
- Furniture
- Internet and Telecoms
- Lifting, Freight and Storage
- Nameboard
- Oversized Exhibits
- Rigging
- Stand Design
- [Stand Information Form](#)
- Temporary Staff
- Waste Disposal
- Water and Waste

Delivery Address

Please ensure deliveries are scheduled when someone will be onsite to receive them. If you are unable to guarantee this, please consider using Agility as they will be onsite and will only deliver once someone is there to receive the goods.

Please note that if a delivery needs to be offloaded with a forklift or if assistance is needed with manual offloading, please contact Agility on the details below: -

T: +44 (0) 121 780 2627

E: CCook@agility.com
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W: Agility

The delivery address is:

PLASA London 2018

Company Name & Stand Number

Exhibitor Contact Name & Mobile Number

Olympia Exhibition Centre - National Hall

Hammersmith Road

London

W14 8UX

Electrics

All connections to the main power supply must be made by the Official Contractor, Freeman. If you or your contractor are undertaking any electrical work at the event, please refer to the full [electrical regulations](#).

For any electrical orders please contact Freeman

T: +44 (0) 247 630 9236

E: EMEA.Exhibitorservices@freemanco.com
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Shell Scheme Packages

If you have booked a shell scheme package there will be 1 x 500w socket and 2 x general purpose spotlights on your stand. If you would like to specify the position of these items, please complete the Electrical Grid Form.

	<p>*Each 500w socket is per 6sqm of stand space.</p>			
<p>First Aid</p>	<p>If you require first aid, please contact a member of security or alert the organisers office so that the medic can attend and the Venue can direct the ambulance to a suitable location and ensure a swift path of access.</p> <p>Please be aware that due to recent changes at Olympia the first aid room is not manned throughout the day. Please report to the organisers office or security should you need advice or assistance.</p>			
<p>Floral</p>	<p>Floral displays can be ordered from Old Acre Florists.</p> <p>Artificial plants/flowers are not permitted, this is due to being combustible as well as giving off toxic fumes.</p> <p>Silk-type flowers are acceptable, providing they are fireproof or have been treated and proof can be supplied.</p> <p>If you would like to order a floral display for your stand, please contact Old Acre on the details below:</p> <table border="1" data-bbox="451 887 1139 999"> <tr> <td>T: +44 (0) 207 609 4235</td> </tr> <tr> <td>E: info@oldacre.co.uk</td> </tr> <tr> <td>W: Old Acre</td> </tr> </table>	T: +44 (0) 207 609 4235	E: info@oldacre.co.uk	W: Old Acre
T: +44 (0) 207 609 4235				
E: info@oldacre.co.uk				
W: Old Acre				
<p>Food & Drink</p>	<p>If you would like to serve food and/or drinks on your stand, please contact Levy Restaurants on the details below: -</p> <table border="1" data-bbox="451 1144 1139 1256"> <tr> <td>T: +44 (0) 207 598 5700</td> </tr> <tr> <td>E: andrew.allensimpson@compass-group.co.uk</td> </tr> <tr> <td>W: Levy Restaurants</td> </tr> </table>	T: +44 (0) 207 598 5700	E: andrew.allensimpson@compass-group.co.uk	W: Levy Restaurants
T: +44 (0) 207 598 5700				
E: andrew.allensimpson@compass-group.co.uk				
W: Levy Restaurants				
<p>Furniture</p>	<p>Please order furniture using Freeman, the recommended contractor.</p> <p>Shell Scheme Package If you have booked a shell scheme package stand you will receive:</p> <p>2 x chairs (black) 1 x table (black)</p> <table border="1" data-bbox="451 1554 1139 1626"> <tr> <td>T: +44 (0) 247 630 9236</td> </tr> <tr> <td>E: EMEA.Exhibitorservices@freemanco.com</td> </tr> </table>	T: +44 (0) 247 630 9236	E: EMEA.Exhibitorservices@freemanco.com	
T: +44 (0) 247 630 9236				
E: EMEA.Exhibitorservices@freemanco.com				
<p>Graphics</p>	<p>Shell Scheme stands are built with white panelled walls. To design an eye-catching stand, there are several options to add graphics to these walls:</p> <p>1) The stand contractor Freemans, offer a number of different ways to produce full sized graphics on to the stands, you can contact them on the details below.</p> <p>2) You can attach your own items, such as posters and graphics, with velcro or double sided sticky pads. Please ensure you use fixings that will not leave a residue, as any damage caused will be charged for. Please do not stick anything to the metal work.</p> <p>NOTE: If you are planning to produce full size graphics to cover the shell scheme walls please contact the Operations Manager to determine the shell scheme walling configuration. Depending upon the size of the adjoining stands, a number of 0.5m panels may be used to rather than 1m panels.</p>			

	<table border="1"> <tr> <td data-bbox="448 170 1139 203">T: +44 (0) 247 630 9236</td> </tr> <tr> <td data-bbox="448 210 1139 244">E: EMEA.Exhibitorservices@freemanco.com</td> </tr> <tr> <td data-bbox="448 250 1139 284">W: Freeman</td> </tr> </table>	T: +44 (0) 247 630 9236	E: EMEA.Exhibitorservices@freemanco.com	W: Freeman
T: +44 (0) 247 630 9236				
E: EMEA.Exhibitorservices@freemanco.com				
W: Freeman				
Internet & WIFI	<p>There is general Wi-Fi access throughout the hall which is sufficient for checking emails etc. but not for you to rely on for using to show presentations or streaming etc. If you need any specific, secure or maintained connection, please order this with eForce who are contactable on the details below.</p> <table border="1"> <tr> <td data-bbox="448 465 1139 499">T: +44 (0) 207 598 2400</td> </tr> <tr> <td data-bbox="448 506 1139 539">E: sales@eforce.co.uk</td> </tr> <tr> <td data-bbox="448 546 1139 580">W: Eforce</td> </tr> </table>	T: +44 (0) 207 598 2400	E: sales@eforce.co.uk	W: Eforce
T: +44 (0) 207 598 2400				
E: sales@eforce.co.uk				
W: Eforce				
Lifting, Handling & Storage	<p>Agility have been appointed as the official contractor for lifting, handling and storage at PLASA London 2018.</p> <p>The advantage of having the show official contactors is that they will be onsite during the build-up, open and breakdown periods of the show and are easily accessible.</p> <table border="1"> <tr> <td data-bbox="448 837 1139 871">T: +44 (0) 121 780 2627</td> </tr> <tr> <td data-bbox="448 878 1139 911">E: CCook@agility.com</td> </tr> <tr> <td data-bbox="448 918 1139 952">W: Agility</td> </tr> </table>	T: +44 (0) 121 780 2627	E: CCook@agility.com	W: Agility
T: +44 (0) 121 780 2627				
E: CCook@agility.com				
W: Agility				
Music	<p>A PRS Licence is required for all exhibitors playing any form of music such as CDs, tapes, DVDs, video and live music. The Performing Rights Society collects royalties on behalf of the composers. Exhibitors are responsible for obtaining a PRS Licence. Follow this link to apply for a licence: PRS Licence.</p> <p>A PPL Licence is also required for all exhibitors for the use of all sound recordings (i.e. CDs, tapes, DVDs). The PPL collects royalties on behalf of the record label. It is the responsibility of the exhibitor to inform the organiser if they are playing sound recordings on stands as this licence needs to be applied for by the Organiser.</p> <p>If you require a PPL Licence, please fill out the Stand Information Form. There is a cost for this of approximately £20 per day, and this will be invoiced by the Organiser.</p>			
Operations Team	<p>Tabitha and the team at EventShaper will be able to assist with any operational questions you may have over the upcoming weeks and months.</p> <p>To contact them please use the details below: -</p> <table border="1"> <tr> <td data-bbox="448 1630 911 1664">T: +44 (0) 1444 811411</td> <td data-bbox="911 1630 1444 1664">E: tabitha@eventshaper.uk</td> </tr> </table> <p>Onsite, the team will be based in the Organisers' Office which is situated next to the main entrance from Hammersmith Road.</p>	T: +44 (0) 1444 811411	E: tabitha@eventshaper.uk	
T: +44 (0) 1444 811411	E: tabitha@eventshaper.uk			
Parking	<p>It may be cost effective to book your car parking space for the duration of the show in advance by visiting: www.olympia.london/visiting/parking/book-parking</p>			
Retail Policy	<p>PLASA London is a 'trade show'. The Exhibitor shall not sell from their stand without the express permission from the organisers before the show. Any exhibitor wishing to sell from their stand should make an application in writing to the organisers no later than 1 month in advance of the show so that each application can be judged on an individual basis. The organisers reserve the right to allocate</p>			

	<p>and re-allocate space for these companies appropriately. The organisers reserve the right to refuse permission for sales to be made from an individual stand.</p> <p>Whilst PLASA London is a trade show, each application received by the organisers to sell items will be treated on an individual basis. The following criteria will be applied:</p> <ul style="list-style-type: none"> • The application to sell does not contradict the trade show ethic. In general terms this is where the trade exhibition provides trade buyers (the visitors) a forum to meet trade suppliers and manufacturers (the exhibitors). The PLASA London is not a retail opportunity to sell product to non-trade buyers and end users. • That the products sold do not pose a security issue. • That the products sold do not affect other manufacturers exhibiting at the show.
<p>Risk Assessment</p>	<p>Under UK law, you are required to undertake a risk assessment, however we will not request to see this unless you notify us of a specific risk within your Construction Phase Plan or Stand Information Form.</p> <p>All exhibitors who are constructing their stand or arranging for someone else to construct on their behalf should ensure that a Construction Phase Plan has been carried out. Your Construction Phase Plan will serve as a useful tool to ensure you and anyone around you is safe.</p> <p>CDM4Events is a good website explaining what is and isn't required and by whom. They also have some good online templates that will assist you in providing the correct information.</p> <p>If you have any questions regarding this, please contact Tabitha or call +44 (0) 1444 811411.</p>
<p>Risks</p>	<p>If you would like to have any of the below activities taking place on your stand during the show, please forward a risk assessment and stand layout showing where the activity will be taking place to tabitha@eventshaper.uk. Please note that most of the activities below will require specific licences or authorisation from the venue or Local Authority.</p> <ul style="list-style-type: none"> • Alcohol serving (restrictions apply) • Animals • Babies and children on stands • Dangerous & obnoxious substances, including flammable oils, liquids & gases, compressed gases / acetylene / LPG, as well as hot surfaces & naked flames • Gambling • Hazardous noise • Hazardous processes or substances • Preparation, cooking & dispensing of food • Radioactive substances • Seating (closely seated audiences) & seminars • Simulators & rides • Special effects, including lasers, real flame, smoke machines & strobes • Special treatments (invasive - breaking the skin, e.g. ear piercing & non-invasive touching skin, e.g. massage) • Temporary structures • Vehicles • Visitor participation that may expose them to risks that would not normally be associated with visiting an exhibition hall

- Water equipment and features
- Weapons
- Working machinery & apparatus

Shell Scheme

The stand will be a modular stand system, build using white PVC panels held up by aluminium beams. The shell scheme will include walls, fascia, nameboard and carpet.

Shell scheme package exhibitors receive a package consisting of the below:

- 2 x black chairs
- 1 x black table
- 1 x 500w socket
- 2 x spotlights

Freeman are the appointed Shell Scheme contractor, should you have any queries they can be contacted via the details below –

T:	+44 (0) 247 630 9236
E:	EMEA.Exhibitorservices@freemanco.com
W:	Freeman

Graphics

For information on applying graphics to your stands, please refer to the 'Graphics' section of this manual.

Stands may be built with a combination of both 0.5 metre, and 1 metre panels. Please contact the Operations team to find out the configuration of your stands.

- 1 metre panels: 950mm x 2340mm
- 0.5 metre panels: 455mm x 2340mm

For additional **Furniture** items please contact Freeman

T: +44 (0) 2476 309236

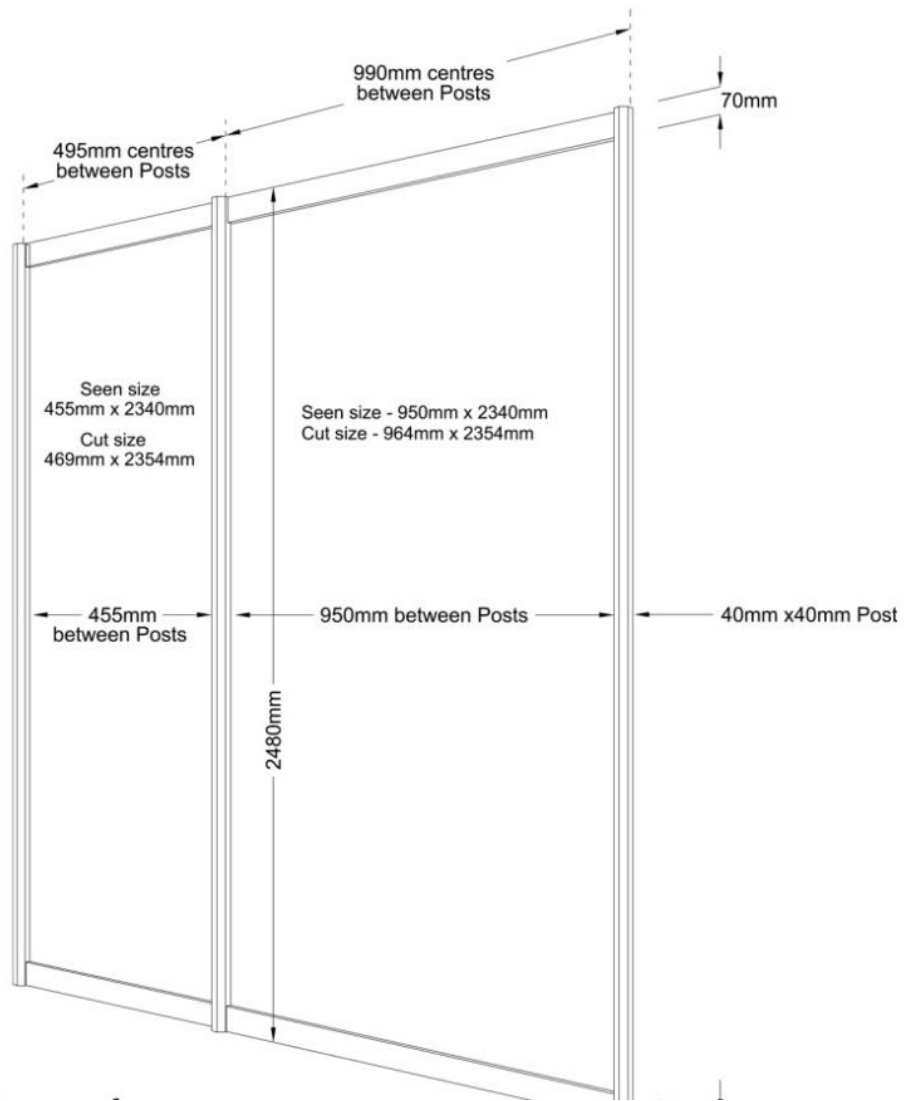
E: EMEA.Exhibitorservices@freemanco.com

For additional **Electrical** items please contact Freeman on:

T: +44 (0) 2476 309236

E: EMEA.Exhibitorservices@freemanco.com

Shell Scheme Spec



Space Only Stands

If you have booked a space only stand, there are a number of responsibilities that you need to undertake: -

- Ensure your stand can be built within the time frame given
- Appoint a reputable contractor – we recommend that they are an ESSA member (Event Supplier and Services Association) - www.essa.uk.com
- Ensure your contractor has the information they need to be able to do their job properly
- Ensure your contractor knows they are to supply walls and flooring
- Read and abide by the Terms and Conditions of your exhibiting contract
- Understand your responsibilities under UK Legislation including CDM Regulations (www.cdm4events.org.uk)

Please ask your contractor to send the following information:

- Layout plans including elevations
- Construction Phase Plan including key risks
- Method Statement

Plan submission

All stand designs and Construction Phase Plan must be submitted to Event Support Solutions by:

29th June Complex Stands
18th July Non-Complex Stands

For the attention of Roscoe Brown

T: +44 (0) 125 275 6185

E: plans@eventsupportsolutions.com

Stand Design Guidelines

Full Space Only Guidelines will be issued with the Exhibitor Manual in. In the meantime, please brief your contractors to abide by the [eGuide Regulations](#) along with the show guidance below:

Unbroken walling

- A minimum of 50% of any open side must remain fully open.
- In addition, walling over 5m in length must be setback 1m from the stand edge and have some form of visual break such as glazed panels/planting etc.
- Please ensure that your stand conforms to the requirements and does not visually block neighbouring stands off from the rest of the exhibition.

Please note: walling that contradicts the above will be considered on a case by case basis.

Walling that adjoins another stand

- Exhibitors on part-island sites must provide partition walls between themselves and their neighbours on the block.
- Neighbouring exhibitors can liaise with one another to ensure that at least one of them is building a wall or to arrange to share the cost.
- Where you are building your own wall, this must be dressed down in a neutral colour without graphics from the top of the wall to 2.4m off the hall floor.
- Please note receiving a 'permission to build notice' does not mean that adjoining stand plans have been checked for compatibility.

Height Limit

Height limits for Space Only stands are dependent on the location of your stand.

- Stands on the Ground Floor in the Gallery Well have a height limit of 7m from the exhibition floor.
- Stands under the Gallery have a height limit of 4m from the exhibition floor.
- Stands on the Gallery have a height limit of 3.7m from the exhibition floor.
- Please note some stands may have further restrictions due to the structure of the building.

Complex regulations apply to all build above 4m in height.

In addition PLASA Events Ltd reserves the right during the floorplan planning process, to further restrict the height limit of stand structures to assist with the overall aesthetic look of the show.

To verify the limits for your stand please contact tabitha@eventshaper.uk.

Please note: Stands over 4m in height are classed as COMPLEX and will require checks prior to the event by the Organisers Structural Engineer. This will incur an additional charge of **£330** and will be invoiced to you prior to the event.

Complex Structures

A Complex Structure is any form of construction of any height, which may require input from a Structural engineer or would be designed by an engineer and/or has through a risk assessment been found to provide a significant risk of collapse.

If a stand is not constructed from 'shell scheme' it is the responsibility of the stand designer to determine whether the construction is complex or not and indicate this on the Space Only Plan Submission.

The most common examples of Complex Structures include:

- Any structure, regardless of its height, which requires structural calculations
- Multi-storey stands
- Any part of a stand or exhibit which exceeds 4m in height
- Suspended items, e.g. lighting rigs, bespoke structures or suspended stand build
- Sound/lighting towers
- Temporary tiered seating
- Platforms and stages over 0.6m in height
- All platforms and stages for public use (not including stand floor flats and platforms)

However, the Venue or Organisers may class other stands as complex structures where it has not correctly been determined by the designer.

The Structural Engineer nominated by the Organisers will inspect the Complex Structure at the design stage, during the build-up and on completion.

Full Space Only Guidelines will be issued with the **Exhibitor Manual**.

SHOW CONTRACTORS

Accommodation

Event Express	+44 (0) 190 573 2737	reservations@eventexpressuk.com	Booking Site
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Audio Visual

Blitz Communications	+44 (0) 207 598 5575	gfrost@blitzges.com	Website
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Carpet

Freeman	+44 (0) 247 630 9236	EMEA.Exhibitorservices@freemanco.com	Weblink
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Catering

Levy Restaurants	+44 (0) 207 598 5700	andrew.allensimpson@compass-group.co.uk	Weblink
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Cleaning

Olympia	+44 (0) 207 598 5511	Kristina.jearrad@Olympia.london	
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Electrics

Freeman	+44 (0) 247 630 9236	EMEA.Exhibitorservices@freemanco.com	Weblink
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Floral

Oldacre Florists	+44 (0) 207 609 4235	info@oldacre.co.uk	Weblink
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Furniture

Freeman	+44 (0) 247 630 9236	EMEA.Exhibitorservices@freemanco.com	Weblink
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Graphics

Freeman	+44 (0) 247 630 9236	EMEA.Exhibitorservices@freemanco.com	Weblink
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Logistics – Freight, lifting, customs

Agility Fairs and Events	+44 (0)121 780 2627	CCook@agility.com	Agility Weblink
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Rigging

Outback Rigging	+44 (0) 208 993 0066	rob@outbackrigging.com	Outback Rigging
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Shell Scheme

Freeman	+44 (0) 247 630 9236	EMEA.Exhibitorservices@freemanco.com	Weblink
Space Only Plan Inspections			
Event Support Solutions	+44 (0) 125 275 6185	plans@eventsupportsolutions.com	
Telephones & Internet			
Eforce	+44 (0) 207 598 2400	sales@eforce.co.uk	Weblink
Temporary Staff / Hosts			
Bond Associates	+44(0) 845 130 4548	info@bondassociates.co.uk	Weblink