

National Road Safety Conference & Exhibition 2026

Organised by Road Safety GB

• EXHIBITOR BRIEFING NOTE V2 •

UPDATED 2 NOVEMBER 2026

Tuesday 24 & Wednesday 25 November 2026

http://nationalroadsafetyconference.org.uk

THE VENUE

The Queens Hotel is located at New Station Street, City Square, Leeds LS1 1PJ
www.thequeensleeds.co.uk

For more information about the venue please visit the conference website: https://nationalroadsafetyconference.org.uk/the-venue/

GETTING TO THE QUEENS

By Rail: Where possible, exhibitors are recommended to travel by train. The Queens Hotel is attached to Leeds Train Station and has its own private entrance for guests.

By Air: The Queens is located less than 8 miles from Leeds Bradford Airport, and around 60 miles from Manchester Airport.

By car: Click here for directions and information about parking (scroll down the page)

YOUR REPRESENTATIVE NAME(S)

Depending on the package you've purchased you are entitled to bring either one or two representative(s) to the event. If you are unsure of what you've booked pleased contact Nick Rawlings by email.

Unless you've already done so, please supply name(s), email and any dietary requirements for your attendee(s), again by email to Nick Rawlings. The latest deadline for us to receive this info is Friday 23 October please.

NO OF ATTENDEES

More than 300 people have already booked to attend the event. We are confident that final number of attendees will be in the region of 400.

ARRANGEMENTS FOR EXHIBITOR GET-IN AND GET-OUT

Exhibitors should use the rear entrance at The Queens, via New Station Street (LS1 5DL).

The bollards on New Station Street will be in operation. To gain access, drivers should use the intercom button on the bollards and advise that they are delivering to The Queens Hotel for the National Road Safety Conference. The council team will then lower the bollards to allow access. You should then make your way to the rear entrance for The Queens, where a member of our team will be on hand to meet you.

Get-in times
Monday 23 November, 21.00 – 23.00
Tuesday 24 November, 07.00 – 09.00

Get-out times
Wednesday 25 November, 14.00 – 16.00
The conference programme finishes at 15.30 on Wednesday 25 November. We suggest you take down your display after the lunch interval (from around 14.00).

if you opt to travel by train and send your displays etc to the hotel via courier, please pass on the information above to the courier.

Finally, if you are using your own vehicle for transport, please provide the following information:

Contact name
Exhibitor name
Mobile no
Email address
Vehicle registration No
Date of arrival (23 or 24 Nov)
Estimated time of arrival (eg: 07.00 – 07.30)
Estimated time of departure (suggest you allow 30 mins to unload)

If you are delayed due to traffic etc, this should not cause an issue, provided we have an approximate indication of your expected arrival time.

Please provide the information above by **Friday 13 November** latest.

Thanks for your co-operation.

DELIVERIES IN ADVANCE

If you are sending any items in advance please note that *no deliveries will be accepted before Monday 23 November*. Please ensure your goods are

clearly labelled: (Your exhibitor name), National Road Safety Conference, The Queens Hotel (Ballroom 24-25 Nov), New Station Street, City Square, Leeds LS1 5DL.

PARKING

Click here for details of car parks & charges etc

PRIME EXHIBITION TIMES

Your prime 'selling' times will be during the two luncheons and other refreshment breaks. These times are scheduled as follows:

Tuesday 4 November

09.30 – 10.30 (Delegate registration)

12.30 – 13.30 (Lunch, day 1)

15.30 – 16.00 (Afternoon break, day 1)

Wednesday 5 November

11.00 – 11.30 (Morning break, day 2)

13.00 – 14.00 (Lunch, day 2)

WHAT YOU WILL GET

You will be provided with floor space to the size you have purchased (no shell scheme), a trestle table and cloth and complimentary WiFi.

EXHIBITOR SHOWCASE

Please check carefully the info about your organisation in the exhibitor showcase on the website - this is the info that will appear in the delegates handbook which we hand out on the day. If there are any changes pls advise us ASAP – certainly by Friday 9 October latest. Thanks.

HEALTH & SAFETY

All exhibitors are required to complete a simple risk assessment and provide a copy of your public liability insurance in advance, by email to

Nick Rawlings– failure to do so may mean you are unable to exhibit at the event. The deadline for us to receive your risk assessment & insurance certificate is Friday 9 October – thanks in advance for your help with this.

In addition, all electrical devices including extensions etc need to be PAT tested prior to use.

POWER

We can provide access to an electrical socket if you require one – ***pls let us know if you require power.*** We have to pay extra for power to each exhibition stand, and as such we are only providing it on request. If you don't pre-order a socket, it may still be possible to provide this on the day, but it will be at your own expense.

REFRESHMENTS

You are entitled to take tea and coffee with the other delegates. A separate buffet will be provided for exhibitors either before or after the official lunch break on each day, to enable you to maximise the opportunity to meet and talk to delegates.

OTHER ADVICE

We suggest you keep your display very simple and informal - that will best suit the tone of the event.

MORE INFORMATION

If you have any questions or require any more information please contact Nick Rawlings by email (nickrawlings@roadsafetygb.org.uk). Alternatively, please visit the event website:
https://nationalroadsafetyconference.org.uk
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