

What to expect on the day

The Engineering, Science & Technology Fair Wednesday 15th October, 2014

Timings

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| Build-up of stands by exhibitors: | 7.30am – 10.15am | Wednesday 15 th October |
| Fair open to visitors: | 10.30am – 4.00pm | Wednesday 15 th October |
| Stand Removal: | 4.00pm – 6.30pm | Wednesday 15 th October |

Arriving and Registration

On arrival, exhibitors are kindly requested to check in with a member of staff at the loading bay doors which will be clearly signposted from the car park and front of the venue.

The venue will be open to exhibitors from 7.30am onwards.

Fair staff will be available to direct exhibitors to their stand. There will also be staff available to assist in taking any boxes/stand material to the stands where necessary. Any materials delivered in advance will already be in place on the relevant stand.

To comply with Health and Safety regulations all exhibitors must wear a name badge clearly indicating they are an exhibitor. These can be produced by the exhibitors themselves in advance. Alternatively, there will be a supply of badges within your Exhibitor Pack.

Parking Information

Should you be arriving by car, please take a look at the **Maps and Directions** section.

Please note that you will not receive a parking permit in advance.

On arrival at the car park please take a ticket to enter. Please then take this ticket to the event Reception Desk in the foyer area **from 2pm onwards** where it will be swapped with a validated ticket. This should be used to exit the car park at the end of the day.

Catering and Refreshments

Exhibitors will be provided with coffee/tea and mineral water throughout the day. Lunches will be provided for three members of staff on a 3mx2m stand and for five members of staff on a 4.5mx2m stand. Please note that any extra lunches requested above these numbers will incur a cost of approximately £24 per head.

Please complete your lunch requirements within the Fees section of your stand registration.

If you do have any additional lunch requirements your colleagues are free to eat outside of the venue if they would prefer - there are a number of restaurants and coffee shops in close proximity to the venue and our fair staff at the reception desk will be happy to provide directions if necessary. It is also possible to buy sandwiches and bring them back to your stand if you so wish.

Incoming Calls

Exhibitors can be contacted via the organiser's office:

Tel: 0161 827 7638

All incoming messages will be brought to your stand immediately.

Photo-copying service

Should exhibitors require extra copies of literature / forms on the day, there is a photo-copying service provided by Manchester Central at an extra charge.

Exhibitor Pack

Each exhibitor will find an Exhibitor Pack on their stand on arrival. This will include exhibitor badges, your lunch vouchers, Wi-Fi access code and general information about the day for your delegates.

Fire Regulations

In the event of a fire alarm sounding, all exhibitors must leave Manchester Central by the nearest exit. Exits are located at regular intervals on all sides of the building.