

## Advance Delivery and After Show Collections

### The Finance, Business & Management Fair

#### Advance Deliveries

Bulk literature supplies and portable exhibition stands can be forwarded in advance of the fair and stored at The Careers Service. They will then be transported to Manchester Central on Tuesday 14 October where they will be stored until the date of the fair.

Please ensure your insurance covers this as whilst there is 24 hour security at the venue, The Careers Service and Manchester Central cannot be held responsible for any loss or damage to property. Deliveries must be received at The Careers Service by Thursday 9 October at the very latest. Please note that unfortunately, any deliveries received after this date cannot be dealt with.

Please send these deliveries to:

Lisa Maycroft  
The Careers Service  
The University of Manchester  
Crawford House  
Booth Street East  
Manchester  
M13 9QS

Items should be clearly marked 'The Finance, Business & Management Fair' and should include your stand number and company name. Every box or package must be labelled individually including the number of your items (i.e. 1 of 2).

#### Deliveries Directly to the Venue

You can also arrange for your items to be delivered directly to the venue at the times below:

**Tuesday 14 October between 2pm and 6pm only**

**Wednesday 15 October between 7.30am and 10am only**

**Thursday 16 October between 7.30am and 10am only**

It will not be possible to accept items delivered outside of these times due to unavailability of staff. Please send these deliveries to:

Lisa Maycroft (University of Manchester)  
The Finance, Business & Management Fair  
Manchester Central Convention Complex (formerly The GMEX Centre)  
Central Hall 2  
Petersfield  
Manchester  
M1 5LN

## **After Show Collections**

Your courier company can collect your stand and equipment from Central Hall 2, Manchester Central after the fair.

All your parcels should be clearly labelled ready for collection. Labels will be provided in your Exhibitor Pack – please ask at reception if additional labels are required. All items should detail your company name, stand number, destination, courier company name and contact details.

PLEASE NOTE THAT ALL COLLECTIONS MUST BE MADE BEFORE 6PM ON THE DAY OF THE FAIR. The Careers Service will vacate the venue after this time.

**IT IS ESSENTIAL THAT YOU GIVE YOUR COURIER THE NAME OF YOUR ORGANISATION SO THAT THEY CAN BE DIRECTED TO THE RIGHT ITEMS. PLEASE DO NOT GIVE THEM THE NAME OF THE CAREERS SERVICE OR LISA MAYCROFT ALONE. THERE WILL BE OVER 80 EXHIBITORS AT THE EVENT AND WITHOUT YOUR COMPANY NAME IT WILL BE IMPOSSIBLE FOR YOUR ITEMS TO BE COLLECTED.**

## **Are you unable to arrange for collection on the day of the fair?**

In the event that you are not able to arrange for collection on the day of the fair there are two options available to you.

1. Contact the fair organiser ([lisa.maycroft@manchester.ac.uk](mailto:lisa.maycroft@manchester.ac.uk)) to arrange for the Career Service to take it back to their offices where it can be collected from at a later date.
2. Complete the form which will be included in your Exhibitor Pack to arrange for it to be collected directly from the venue.