

## What to expect on the day

### The Finance, Business & Management Fair Thursday 16<sup>th</sup> October, 2014

#### Timings

Build-up of stands by exhibitors:	7.30am – 10.15am	Thursday 16 <sup>th</sup> October
Fair open to visitors:	10.30am – 4.00pm	Thursday 16 <sup>th</sup> October
Stand Removal:	4.00pm – 6.30pm	Thursday 16 <sup>th</sup> 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, further information can be found in the **Directions and Map 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: 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 available at the organiser's office.

## **Exhibitor Pack**

Each exhibitor will find an Exhibitor Pack on their stand on arrival. This will include exhibitor badges, your lunch vouchers 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.