

Information for Contractors

If you are providing a service for any of our exhibitors at The Finance, Business & Management Fair, we hope you will find the following information useful.

Please also complete the registration form at the end of this document to ensure we are aware of your involvement and to order parking and lunches if these are required for your personnel.

List of exhibitors

If you are not already on the website, you may view a list of exhibitors, their stand numbers and a floor plan at:

www.careers.manchester.ac.uk/events/businessfinanceandmanagementfair/exhibitors2014

Please check this immediately prior to the fair to ensure there have been no last minute alterations.

Fair organiser contact details

Lisa Maycroft

The Careers Service
The University of Manchester
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Manchester
M13 9QS

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Exhibition location

Central Hall 2, Manchester Central, Manchester, M1 5LN

Telephone number of the organiser's office at Manchester Central: 0161 834 827 7638

Opening hours to visitors: 10:30am-4:00pm, 16 October 2014
Assembly of stands: 7:30am-10:15am, 16 October 2014
Removal of stands: 4:00pm-6:30pm, 16 October 2014

Loading / unloading

There is a loading bay area at Central Hall 2, towards the back of Manchester Central. Turn right at the top of the ramp from Albion Street. This will be signposted.

Please note that once you have unloaded, you are required to park your vehicle on the car park at the back of the centre, to avoid blocking the loading bay for other exhibitors and to conform to Manchester Central's security measures.

If you have material which you cannot put on the stands, but to which you will require access during the fair, please check with the organiser as we may be able to provide a storage area within the centre for you, to avoid you having to return repeatedly to your vehicle.

Assistance on the day

Please note that, although we have staff available to welcome exhibitors and to assist them in getting their equipment to their stand, we can only provide manual help for individual exhibitors.

Contractors should make sure that they have adequate staff to bring in the material and to set up the stands they have been contracted to serve, particularly where they are hired by a number of exhibitors and the access time is relatively short.

If any contractors would like assistance in hiring extra temporary staff for the days of the exhibition, we are happy to advertise free of charge on your behalf to students at this institution who may be interested in paid temporary employment during the fair. If you do require help, please advertise by the end of August.

Car parking

Once you have unloaded, car parking space will be available. A member of fair staff will be on hand to direct you.

We need to know in advance how many vehicles you are parking and their approximate size. Please complete the Contractors Registration Form at the end of this document.

Access times

Contractors will have access to Central Hall 2 for erecting stands and delivering material from 7:30am on the day of attendance. All stands need to be dismantled and removed after the fair closes on your visit day.

Note: Under special circumstances, it may be possible to deliver and erect stands on the evening prior to the exhibition day. Please contact the fair organiser if you have any problems with the normal access times given above, and we will try to accommodate this.

Stand package

All stands are provided with the following:

- Shell scheme with size varying according to the exhibitor's choice. The options are:
 - (a) 3m wide x 2m deep, or
 - (b) 4.5m wide x 2m deep
- Name board and stand number which will be displayed on a protruding flag board above the stand
- Furniture - all stands are provided with one 4' x 2'6" table, a covering white tablecloth and four chairs
- Two spotlights.

All stands have textured material panels which accept velcro fixing. Please do not use any adhesive or nails to fix items to the panels.

Electricity and lighting on the stand

All stands have two spotlights. If exhibitors wish to bring their own stand lights, or indeed any other electrical equipment for their stand, it is important it does not exceed 500 watts and that it has been electrically tested in line with health and safety standards.

All stands have an electricity supply with one socket at 500w. A limited supply of multi socket extension cables will be available on the day, however we do recommend you bring your own should you require them. If you need a supply above that of 500w, please contact the contractors (Hirex) directly on 0161 723 6100.

Lunch

A buffet lunch will be served for all exhibitors, included in the stand price. Contractors wishing to also take lunch in the Exhibitors Restaurant are very welcome to do so. However, we do have to pass on the charge of the lunch to the individuals concerned. At Manchester Central, for The Finance, Business & Management Fair, the cost of the buffet lunch is approximately £24 per head.

You will need to order lunch in advance by completing the Contractors Registration Form by 1 September 2014.

Alternatively, there are a number of cafes and shops around St Peter's Square and on Oxford Road, where sandwiches may be purchased.