

Exhibitor Manual

THE POSTGRADUATE STUDY FAIR

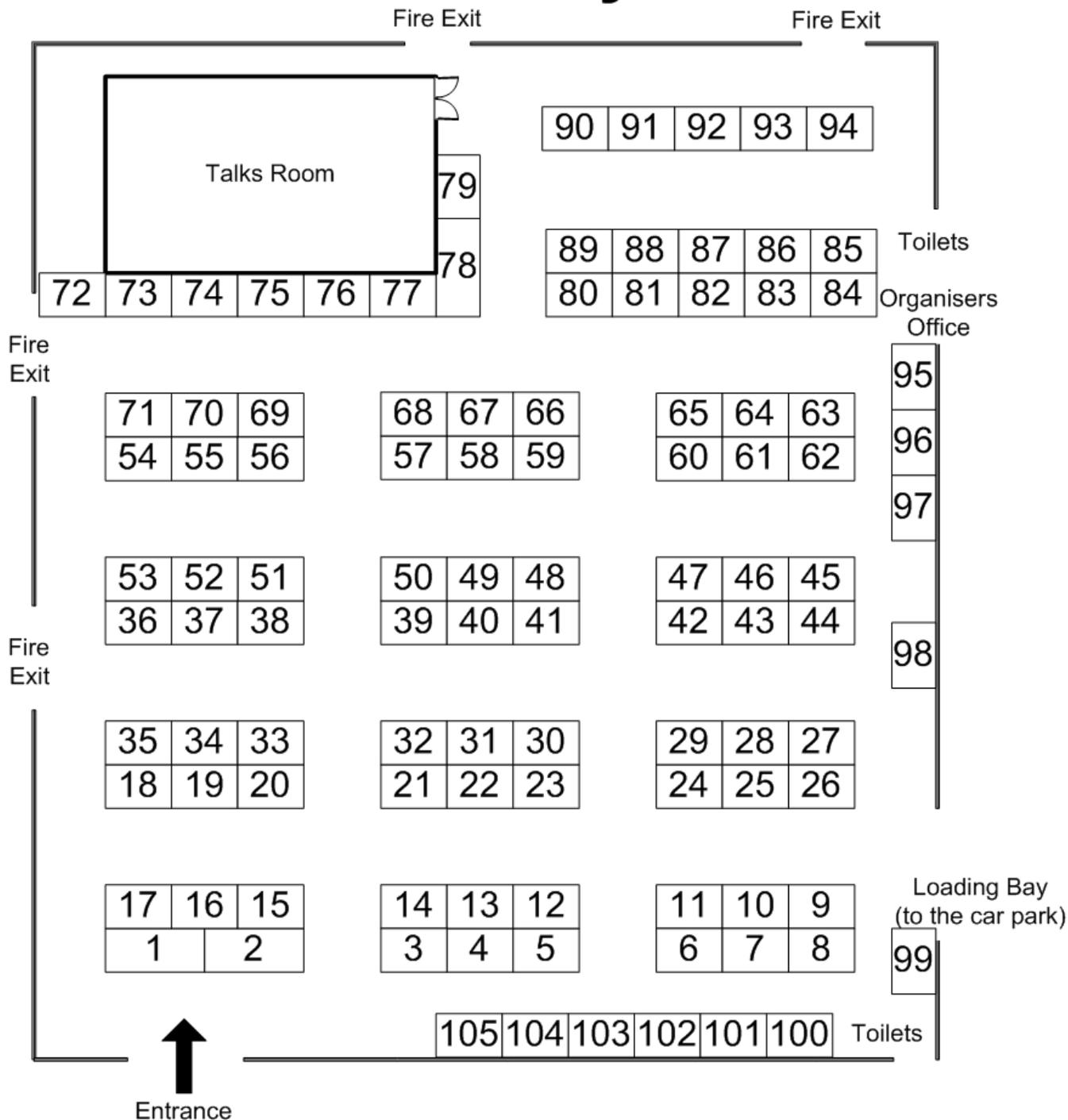
Wednesday 19 November 2014

10.30am-4.00pm

Manchester Central

Floor Plan

Stand Layout



Stands 95-98 & 100-105 are space only stands, 3m wide x 2m deep without a shell scheme

Stands 1 and 2 are 4.5m wide x 2m deep x 2.27m high with a shell scheme

All other stands are 3m wide x 2m deep x 2.27m high with a shell scheme

Venue

Central Hall 1, Manchester Central, Manchester M2 3GX

(Delivery postcode for loading bay at back of Manchester Central: M1 5LN)

Main visitor entrance on the right hand side of the front of the building (as you are facing it) on Windmill Street, with your back to St Peters Square.

The Centre is uniquely located right in the heart of the city and close to all three universities in Manchester. Approximately 10 miles from the airport, it boasts unrivalled access to motorway, rail, air and metro links.

Airport:		10 miles
Motorway:	M602	2 miles
	M60	5 miles
Railway Stations:	Victoria	½ mile
	Piccadilly	½ mile
	Oxford Road	¼ mile
	Deansgate	50 metres

Nearest Metrolink stop: Either Manchester Central (G-MEX) stop which takes you to the back of the Centre to the exhibitor loading bay (ideal if you are arriving before the Fair opens to visitors at 10.30am) or St Peter's Square stop which is near the front entrance of the building (best if arriving after 10.30am).

CONTACT ON THE DAY:

Tel: 0161 713 3065; Fax: 0161 834 4222 (marking your message: PostGrad Study Fair, Central 1)

The Stand Package

The Stand Package includes:

- Shell Scheme
- Name flag and stand number on Shell Scheme
- Furniture (table and chairs)
- 2 Spotlights on Shell Scheme
- Free wi-fi access
- Lunch for 2 representatives and refreshments throughout the day for all representatives
- Free parking at the Centre

Shell Scheme

Stands 1, 2 and 78 = 4.5 metres wide x 2 metres deep x 2.27metres high. All other shell scheme stands (3 - 94) are 3metres wide x 2 metres deep x 2.27metres high.

All shell scheme stands have black textured material panels which accept velcro fixing. The Careers Service will provide velcro at the Fair for those exhibitors requiring it. Please do not use any adhesive or nails to fix items to the panels.

If you are bringing your own stand to erect within the shell, please ensure it will fit into the stand space you have reserved.

Please note stands 95-98 and 100-105 are space only stands: (no shell scheme) with the stand package as above but without the shell scheme, spotlights and flag name/number.

Name Flag and Stand Number for shell scheme stands only

One name flag supplied. Please inform us of the name you wish to appear on your stand by logging into your account on CareersLink and completing "Organisation Name" under the "Registration Information" tab. The number of your stand will also be displayed on the name flag of your stand.

If you wish, you may incorporate your institution's logo on your stand flag, at an additional charge. To do this contact Hirex (our stand contractors) on 0161 723 6100 or admin@hirex.co.uk to discuss your requirements and the price.

Stand Furniture - all stands

All stands will be supplied with one 4'0" x 2'6" table, a white tablecloth and a minimum of four chairs. Please inform us in advance by email if you wish to change this in any way and we will be happy to meet your requirements (jan.hewitt@manchester.ac.uk)

Spotlights and Electricity on shell scheme stands - Deadline for ordering: 8 October

To add extra brightness, we illuminate shell scheme stands with 2 off-spotlights. This is included within the cost of your stand package and should provide all the lighting you will need.

Exhibitors on both shell and non-shell scheme stands, if requiring an electricity socket to run any additional lights/electrical equipment, will need to print off and complete the Electricity Request Form under the "Materials" section on the first page of the Fair on Careerslink, then fax to Hirex directly to order this as an extra facility. Please note that electricity sockets, which have to be ordered as an extra, carry an additional charge of £116+VAT (500w).

Wi-Fi

We will provide you with a wi-fi password on the day if you wish to use it (no charge).

Stand Extras on shell scheme stands - Deadline for ordering: 8 October.

Accessories such as display racks, shelves, additional lighting etc can be supplied to your stand. You will need to print off and complete the Extra Stand Fittings Form under the "Materials" section on the first page of the Fair on CareersLink, then fax to Hirex. Hirex will liaise directly with you for organising this and for invoicing.

Lunch & Refreshments - Deadline for ordering: 8 October. Lunch is served from 12 noon til 2.30pm.

Each representative will be provided with a sit-down lunch, coffee/tea and mineral water throughout the day. TWO lunches are included as part of your stand package - Please complete the section under the "Fees" tab on your CareersLink account telling us how many of these TWO free lunches you require and if more than TWO lunches are needed, please also complete the section telling us the number of EXTRA lunches required. (You will be invoiced for £20 for each additional lunch over two).

Car Parking

To reserve your free car parking spaces, please complete the section under the "Fees" tab by going into "View My Registration" on your CareersLink account. Deadline for booking parking spaces: 8 October.

Charges

3m wide x 2m deep shell stand	£975 +VAT
4.5m wide x 2m deep shell stand	£1,400 +VAT
Electricity Socket (payment made to our contractors Hirex).....	optional (extra charge of £116 +VAT)
Lunch and refreshments provided for 2 representatives	included in the stand price
Lunch/Refreshments for additional representatives above two	£20 +VAT per person
Tables, chairs, wi-fi access, stand name and number	included in the stand price
Standard entry in the "Fair Guide"	included in the stand price
Display advertising in the "Fair Guide"	optional at an extra charge
Car Parking	included in the stand price

Invoices

Invoices for the cost of your stand will be issued immediately following the Fair, and payment is required within 30 days of the invoice issue date. If you require your invoice any earlier than this, please let us know immediately. Any additional costs incurred (e.g. display advert in the Fair Guide, extra lunches etc) will be added to your invoice, so please ensure your PO number (if you use them) covers the total cost.

Where extra electrics or stand fittings or stand logos are ordered through the fair contractors Hirex, you will be invoiced separately by them.

Remember, you will need to return the Electricity form and/or the Additional Stand Fittings Form (found under the "Materials" section on the first page of the Fair on Careerslink) directly to Hirex to order electrics and/or additional stand fittings.

Cancellations

If an exhibitor cancels 3 months or more before the Event then a full refund will be issued. No refunds can be given for cancellations received less than 3 months before the Event.

Advance Deliveries

Wherever possible, please arrange for courier deliveries to be made directly to Central Hall 1, Manchester Central, Manchester M2 3GX from Monday 17 November AFTER 11am. Please mark packages for the attention of Jan Hewitt and state "Postgraduate Fair 19 November, Central Hall 1" and ensure your institution's name is marked clearly on the packages. Access is via the delivery ramp on Albion Street (sat nav postcode for the delivery ramp is: M1 5LN).

In special circumstances, 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 The Fair on Monday 17 November, where they will be stored until 19 November. Please ensure your insurance covers this as neither the Careers Service nor the fair venue can be held responsible for any loss or damage to property delivered in advance.

Deliveries made to the Careers Service must be received at the Careers Service by **Friday 14 November** at the very latest. Items should be clearly marked "The Postgraduate Fair", and should include your stand number and institution's name. Every box or package must be labelled individually. Deliveries should be addressed to Bridget Kik, Postgraduate Fair Administrator, Careers Service, The University of Manchester, Crawford House, Booth Street East, Manchester M13 9QS

Post Exhibition Collections

If you are using a courier to collect your equipment after the Fair, please note that all collections must be made before 6.00pm on Wednesday 19 November. Neither the Careers Service nor Manchester Central can be held responsible for any loss or damage to equipment remaining at the fair venue after this time. Couriers should be instructed to collect from Central Hall 1, Manchester Central, Manchester. Access via the delivery ramp from Albion Street (sat nav postcode for the delivery ramp is M1 5LN).

Please ensure that the courier company know exactly how many items they are collecting, where from and most importantly, your institution's name and stand number. Due to the high number of exhibitors using couriers, it is vital they are given precise information about whose stand they are collecting.

In Advance of the Fair

Information for submission

There are a number of pieces of information you will need to complete before your arrival at the fair. It is imperative that you return all this by the appropriate dates in order for us to ensure that we can accommodate all your requirements and that we can fully publicise your attendance. Please complete all information by logging into your Fair account on CareersLink.

Insurance

All exhibitors are required to take out the necessary insurance cover as detailed in the Terms and Conditions of your contract. If any problems arise, you will need to be able to provide proof of your liability insurance which must include public/products liability for at least £5m indemnity. Please check that your company policy covers you and if not an optional insurance proposal form can be purchased through Insurex - see www.insurex-exposure.com

On The Day

Car Parking, Loading & Unloading

Please park in **the main NCP car Park (Central Car Park)** at Manchester Central on Lower Mosley Street. Wherever possible, for the sake of security, remove all valuables from sight. (A secure cloakroom is available at the fair for the storage of valuables.)

On arrival at the car park barrier a machine will issue you with a ticket. **During the day, please bring your parking ticket to the organiser's office in the Exhibition Hall at the Fair and we will validate it for you**, so that on inserting it in the machine at the barrier on departure, it allows you to leave free of charge.

To reserve your free car parking spaces, please complete the section under the "Fees" tab on your CareersLink account. Deadline 8 October.

Once you have parked in Central car park, to then exit on foot to get to the Exhibition Hall, please do so by, following the sign for Manchester Central (you will pass this on your right just after the entry barrier, near parking bay J1). At the top of the escalator, exit the building and turn left, entering through Charter Foyer. Walk past the main Manchester Central Reception desk on your left and proceed to the back of the Centre to access Central Hall 1 where the fair is held.

LOADING/UNLOADING – this is still the same as in previous years. If you are arriving before the Fair opens at 10.30am, you can unload directly into Central Hall 1, at the loading bay, before parking your car as above. Access for unloading is via the ramp leading from Albion Street. Turn right at the top of the ramp and head for the manned barrier behind the Centre). Fair staff will be available to assist your representatives with unloading. You will then need to park your car by going back down the ramp, turning left at the bottom, but keeping over to the right to go through the traffic lights, crossing Great Bridgewater Street, then immediately left into the Central Car Park. **The sat nav post code for reaching the delivery ramp at the back of Manchester Central is M1 5LN**

Entrance on Arriving

Before the Fair opens to visitors at 10.30am, exhibitors may enter the Centre either by the loading bay entrance at the back of the Centre or via the visitor entrance at the front. For the duration of the Fair, the loading bay entrance will be closed and anyone arriving after 10.30am should enter by the main visitor entrance, accessed from the front of the building (right hand side as you are facing the Centre) on Windmill Street.

Exhibitors Pack

On the day, you will receive an Exhibitor's Pack, which will include useful information for the day, and the number of lunch vouchers you requested for your representatives.

Lunch & Refreshments

Tea/coffee and mineral water will be brought to your stand for all your representatives throughout the day. A sit-down lunch will be available for exhibitors in the Exhibitors' Lunch Room. Lunch for 2 representatives is included in the stand price. Any extra lunches will be charged at £20 per head.

Please complete the section under the "Fees" tab on your CareersLink account telling us how many of these TWO free lunches you require and if more than TWO lunches are needed, please also complete the section telling us the number of EXTRA lunches required. Deadline: 8 October.

Please inform us accurately as lunches have to be ordered in advance.

Lunch vouchers will be included in your exhibitor pack, which will be on your stand when you arrive. **Lunch will be served between 12 noon and 2pm**

Business Telephone Calls and Faxes

Exhibitors will be able to make business calls from the telephone in the Organiser's Office. Please ask at Reception for details.

For incoming calls, exhibitors can be contacted via the Organiser's Office:

Tel: 0161 713 3065; Fax: : 0161 834 4222 (marking your message: PG Study Fair, Central 1)

Hard of Hearing

A portable induction loop system is available at the fair for use by exhibitors or visitors who have a hearing impairment. Please contact us in advance to request use of this.

Stand Accessories

Please note that some materials are prohibited in the Exhibition Hall for health and safety reasons. Due to the risk of damage to lighting and ventilation equipment, "lighter than air" (helium balloons) cannot be allowed in the Exhibition Hall.

Contractors

An increasing number of companies seem to be using external contractors to store, deliver, erect, maintain and dismantle their stands. If you use contractors, please direct them to our public fair website for information at www.manchester.ac.uk/fairs/postgradstudy. If they need further advice, we are happy to answer their queries directly. Please also see the "Information for Contractors" in the "Materials" section, of the Fair site on Careerslink which you can download to forward on to your contractors.

If your contractors do not wish to purchase lunch at the Exhibition, there are a variety of places to eat located close to the Exhibition Centre including coffee shops and restaurants.

Advertising Your Vacancies

Visitors' Fair Guide

A free vacancy entry will be included in the official *Fair Guide* which will be available from the Careers Service in advance of the Fair and at the door for visitors on the day.

Please complete by **8 September** the following sections in your CareersLink account for the Fair to ensure your entry appears in the fair Guide:

“REGISTRATION INFORMATION” tab:

The following 3 items in this “Registration Information” section will be used in the Fair Guide:

- 1) Organisation Name (this is the name which will appear on your stand and in the fair Guide);
- 2) Organisation Description (the profile information for your institution which will appear in the fair Guide)
- 3) Website (this will be used in the Fair Guide and as the link to your own website on the Fair website)

Please note that the contact details you give in this “Registration Information” section are NOT made available to students.

“PROFILE INFORMATION” tab: All information in this section is included in your Guide entry, apart from “Position Categories” (Education) and “Position Types” (Postgraduate Study & Research Opportunities) which are used by the search tool on our website for students who are searching for postgraduate study opportunities. Under “Positions Available”, please detail your Postgraduate Courses.

Fair Website

By completing the above sections on CareersLink, the organisation description and course vacancies you have supplied for the *Fair Guide* will also be advertised on our website - absolutely free!

Display Advertising in the Guide

The *Fair Guide* is designed not only as a visitors' guide to the Postgraduate Study Fair but also as a reference document for students' future use. An extra display advertisement in this brochure would:

- give added prominence to your free vacancy listing
- help attract target visitors to your stand
- provide additional information for reference after the Fair

Please complete the appropriate “Guide Advert” section under the “Fees” tab on the Fair in CareersLink to reserve additional advertising space, and submit as soon as possible. Your advert must be sent directly to the Careers Service by **8 September** at the latest.

Advert Technical Specification: Fair Guide Size: A5

Inside Front and Inside Back - Full Colour (£300+VAT)

Advert size: 210mm deep x 148mm wide

Bleed area: 216mm deep x 154mm wide

Adverts within the Fair Guide - Grey-scale

Full page: (£200+VAT)

Advert size: 185mm deep x 125mm wide; No bleed

Half page: (£100+VAT)

Advert size: 92mm deep x 125mm wide; No bleed

Please ensure artwork is ready to print (in CMYK for colour adverts). Acceptable formats are: high resolution, print ready PDF, .eps or Indesign CS2/3/4

Please email the artwork to jan.hewitt@manchester.ac.uk, clearly stating which fair the artwork is for.

NB: Advertising space in the Guide is allocated on a first come, first served basis as extra advertising space is limited.

National Advertising



FindAMasters.com and FindAPhD.com are extremely proud to be continuing their sponsorship of the Postgraduate Study Fair in partnership with The University of Manchester Careers Service.

Our websites bring together tens of thousands of postgraduate opportunities from universities around the world into central, searchable formats, so students no longer need to visit every university website to find their ideal Masters, MBA or PhD.

We cover all levels of postgraduate study:

FindAMasters.com is a one-stop-shop for students looking for a Masters qualification. We currently list over 19,500 Masters courses from over 600 institutions worldwide. If you want to advertise your courses or open days effectively and economically to students around the globe, get in touch.

FindAnMBA.com targets those wishing to enhance their business education, bringing together business Masters and MBA courses from around the world and allowing you to compete in an increasingly international marketplace.

FindAPhD.com is one of the web's largest dedicated databases of PhD projects and supervisor research profiles. Whether you're advertising funded studentships, or want to attract self-funded international students, we can help.

As well as listing postgraduate study opportunities, FindAMasters.com, FindAnMBA.com and FindAPhD.com host a wealth of information about studying abroad, funding your postgraduate study, subject guides, student profiles, videos and much more. Also our lively PostgraduateForum.com is a great place for potential postgraduate students to get advice and support from current Masters and PhD students.

Postgraduate Scholarships available!

FindAMasters.com and FindAPhD.com are proud to offer 14 subject-specific Masters and PhD Scholarships of £500, and two general Scholarships of £1,000 to students starting postgraduate study at any state-accredited EU or EEA institution. Students can register on either FindAMasters.com or FindAPhD.com now.

For information on advertising on any of our sites please contact Adam Nicholson by email adam@findamasters.com or by phone **0114 268 4940**.



Successful postgraduate recruitment starts with Prospects

If you're planning to exhibit at the Manchester Postgraduate Study Fair this year, let Prospects help you attract the highest number of potential postgraduates to your stand.

As experts in the postgraduate recruitment market, the Prospects Postgrad package offers unrivalled exposure amongst prospective students in an increasingly crowded market:

Prospects Postgrad magazine

- Printed and digital versions reach over 500,000 students and graduates who are looking for a postgraduate course.
- Published in October, it's ideally timed to coincide with your pre-fair marketing activity.

Prospects.ac.uk

- The UK's biggest and busiest graduate careers website and home to the UK's official database.
- Receive optimised course listings with your package, putting your opportunities at the forefront of 55,000 other courses.
- Feature on our searchable database of postgraduate courses and research opportunities – which receive on average 10,000 views per day.

So wherever or however students search for institutions or courses like yours, a multimedia package, coupled with your attendance at the Manchester Fair, ensures they'll find you faster.

Call Prospects on 0161 277 5200 to find out more.

Travel Directions

Front Visitor Entrance of Manchester Central: sat nav postcode is M2 3GX

Deliveries/Unloading

The entrance for deliveries is via a ramp on Albion Street. Please follow the AA signs that say "*Fair Exhibitor Deliveries*" (**sat nav postcode for the delivery ramp is M1 5LN**)

Parking

Parking this year is again in the main NCP car Park (Central Car Park) on Lower Mosley Street.

■ From the West

The main Chester Road (A56) becomes Deansgate as it enters the city centre.

Follow this road as it crosses the (A57(M)) at a large traffic island.

Within 100 metres Deansgate crosses the Rochdale Canal, visible to the left. Turn immediately right onto Whitworth Street, you will see Deansgate Railway Station to the right at the junction.

Turn first left off Whitworth Street onto Albion Street and the ramp entrance for deliveries is the next left signposted "*Fair Exhibitor Deliveries*". The Car Park is accessed by continuing through the lights and you will see the entrance to Manchester Central Car Park on your left.

■ From the South

Leave the M6 motorway at junction 19 and take the A556 to Manchester, joining the M56 after approximately 4 miles.

Continue on the M56 until its end when it becomes the A5103 (Princess Road), this road will take you almost into the city centre.

As you enter the city on the A5103 you will pass under the A57(M) on a roundabout - take the second exit. Continue along this road for approximately 250 metres where you will pass Whitworth Street to your left and go under a railway bridge.

Shortly after this, the deliveries ramp on Albion Street will be visible to your left. It will be sign posted "*Fair Exhibitor Deliveries*". The Car Park is accessed by continuing through the lights and you will see the entrance to Manchester Central Car Park on your left.

■ From the North (1)

Travelling from north of Preston, take the M61 at junction 30. This joins the M60 just north of Manchester.

Follow the M60 East and leave at junction 17, heading South.

This road becomes Deansgate (A56) when it reaches the city.

Manchester Cathedral, to your left marks the beginning of Deansgate.

There is a distinctive public square to your left (incorporating a Bar 38), after the junction of Deansgate with Quay Street/Peter Street.

Take the third turning on the left into Whitworth Street West (the road immediately after the Harley Davidson showroom).

Then turn left onto Albion Street, the delivery ramp is the next turn on your left sign posted "*Fair Exhibitor Deliveries*". The Car Park is accessed by continuing through the lights and you will see the entrance to Manchester Central Car Park on your left.

■ From the North (2)

Travelling from south of Preston, leave the M6 at junction 21A and take the M62 east. This eventually joins the M602. Follow the M602 onto the A57 (Regent Road).

At the end of the A57, Harry Ramsden's restaurant is on your right.

Turn left into Water Street (A6143), then turn second right onto Liverpool Road.

At the traffic lights, turn right onto Deansgate then take the second turn left onto Whitworth Street West (immediately after the Harley Davidson show room). Then turn left onto Albion Street, the delivery ramp is the next turn on your left sign posted "*Fair Exhibitor Deliveries*" The Car Park is accessed by continuing through the lights and you will see the entrance to Manchester Central Car Park on your left.

Accommodation

Information about accommodation in Manchester is available on the Careerslink website under the “Materials” section.

Please note that hotel accommodation in Manchester is at a premium all year round, so we strongly advise you to book overnight accommodation, if required, as soon as possible.

You may find the links below helpful

- <http://www.tripadvisor.co.uk/>
- <http://www.booking.com/>
- www.discounthotels.co.uk/ (discount hotels)

Manchester Hotels:

- www.manchester.com/hotels/booking-listall.php
- www.hotelsofmanchester.com/
- www.hotelnet.co.uk/manchester-accommodation.htm
- www.visitmanchester.com
- www.laterooms.com/en/k16296355_manchester-hotels.aspx (late bookings)

Location Map

The entrance to the Fair if you are **arriving by taxi or on foot**, is via the entrance on the right hand side of the building (as you are facing the front) on Windmill Street. **(Sat nav post code: M2 3GX)**

The entrance into the Fair venue’s most convenient car park, the main NCP car Park (Central Car Park) is on Lower Mosley Street, although if this is full, you can park on any of the Manchester Central car parks.

The entrance into the venue for **unloading** is via the ramp on Albion Street. This is between Whitworth Street West (B6469) and Great Bridgewater Street. **The sat nav post code for reaching the delivery ramp at the back of Manchester Central is M1 5LN**

Please see map overleaf.

Please also see the following link: www.manchestercentral.co.uk



G Mex Ltd

The G Mex Centre, City Centre, Manchester, M2 3GX

Tel: 0161 834 2700

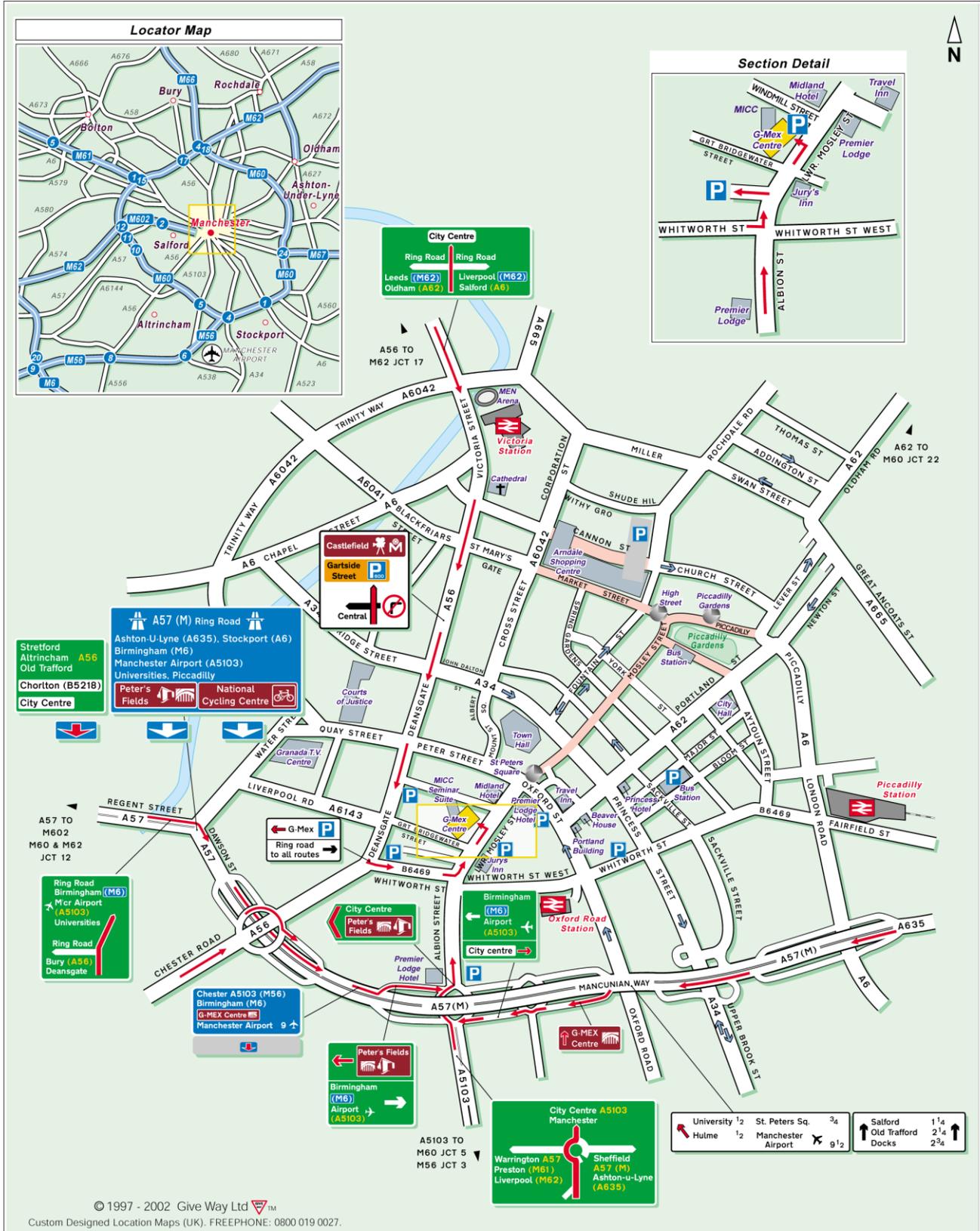
Fax: 0800 028 7027

Public Transport

By Rail, Manchester Piccadilly.
Approximately 5 minutes by taxi.

Manchester Victoria.
Is also a 5 minute taxi journey.

By Air, Manchester Airport.
Approximately 20 minutes away in a taxi.



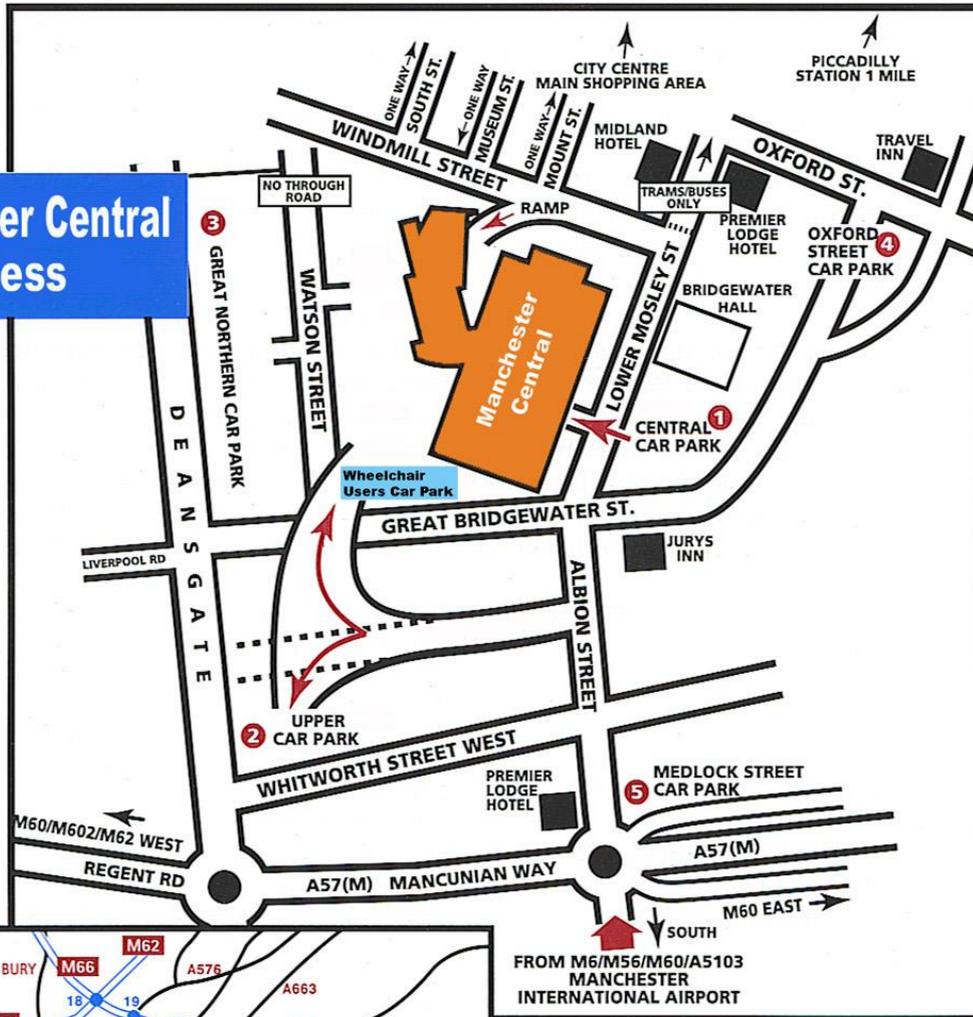
Manchester Central Convention Complex

Manchester Central
 Convention Complex
 Petersfield
 Manchester. M2 3GX
 Tel: +44 (0)161 834 2700



Manchester
 Central

Manchester Central Access



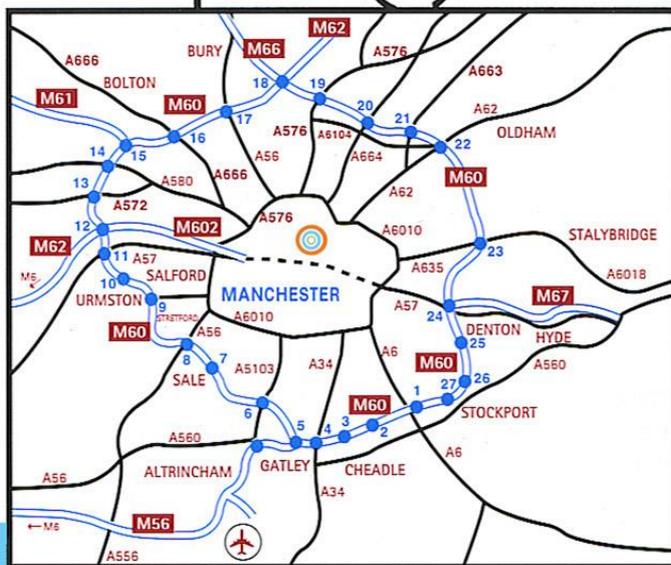
FROM M6/M56/M60/A5103
 MANCHESTER
 INTERNATIONAL AIRPORT

NCP CAR PARKS

- 1 CENTRAL 800 SPACES
- 2 UPPER LEVEL 200 SPACES
- 3 GREAT NORTHERN 1230 SPACES
- 4 OXFORD STREET 440 SPACES
- 5 MEDLOCK STREET 400 SPACES

MANCHESTER ACCESS

All details correct at 8 November 2001



www.manchestercentral.co.uk

Example of a Typical 3m wide stand (with open ends)

Please note most stands, unless they are corner stands, will have two side walls, each comprising two panels of 1m width each.

