

DETAILS FOR EXHIBITORS

Dear Exhibitor,

Please find below information for conference.

Before the Conference

Exhibitors MUST set up on Monday 24th October between 2pm and 5/6pm prior to the Conference date of Tuesday 25th October. For access proceed up Carlton Street - you will be stopped at the barrier and the college Control Room will provide instructions from there which will be to unload at the rear entrance door and then proceed down Westbrook Street to the college lower rear car park. A campus map can be viewed at: <https://www.bradfordcollege.ac.uk/about/contact-us/campus-buildings>

On entering the Exhibition Hall, you will be directed to your stand by a member of staff. The stands are velcro-friendly. Exhibitors are not permitted to use any other means of attaching materials to the stand shell. You will need the 'hook' side of the Velcro to attach onto the shell scheme.

Props are welcome providing no Health and Safety elements compromised. Please do not leave any valuables/electrical equipment on your stand unattended and/or overnight. It is recommended you bring these onto your stand on the morning of the Conference. **Walkways must be kept clear at all times.**

Included with your stand are the following:

- Stands: 3m x 2m (5 x 1 metre panels 955mm x 2270mm)
2m x 2m (4 x 1 metre panels 955mm x 2270mm)
Shell scheme – Pods: 2 outer panels 955 x 2270mm back panel 455mm x 2270mm

All sizes are net of frame

- 500 watt socket outlet
- 5ft fluorescent light/Spotlight
- Printed name board per stand
- Full electrician standby cover for the duration of the event
- Dove grey panels
- Cherry red fascia
- Table x 1 and chairs up to 2 (please order via the information form)

Any questions on the exhibition stand please read document titled '**Exhibitor Shell Scheme Information**'.

Exhibitors, please note all delegates must register for entry to the conference via our online form: www.yenexpo.uk/attend/

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During the Conference - Tuesday 25th October

The internet wi-fi access code will be placed on your Exhibition Stand on the morning of 25th. Food exhibitors can use the wash facilities within the main cafe - Richard Barker is the Manager. If you have any presentations that need setting up please advise pre conference. Exhibitors must be in the Exhibition Hall ready for Delegates by 8.30am. It is recommended that Exhibitors have a minimum of 2 people working the stand at any one time stands should not be left unattended at any time. Staff can be interchanged throughout the day but we need to know who will be attending from Exhibitor prospective as requested via the Exhibitor information form. Your company name will be included on exhibitor badges.

There is no limit to the number of your staff present throughout the day.

After the Conference

The exhibition area will close at 5.00pm on 25th October. Exhibitors must ensure that Stand areas are left clean, cleared and all rubbish disposed of. We ask that exhibitors DO NOT start breaking down their exhibition stand before 5pm. Please load up via the rear car park.

Other Information:

Fire Evacuation: You will hear a Fire Alarm (continuous sound)

On hearing the alarm fire, without delay make your way out of the building via the nearest fire exit. **Assemble on Carlton Street between the old building and David Hockney Building.** Follow instructions from the Fire Marshalls. **DO NOT re-enter the building until you are told it is safe to do so.**

ASSEMBLE ON THE MAIN CAR PARK

Disabled Facilities:

Please see link to appropriate information page on Bradford College website:
<http://www.disabledgo.com/access-guide/bradford-college/david-hockney-building>

If you have any queries please contact:

Sheraz Malik: Email: smalik@malikhouse.co.uk | Telephone: 01274 214625

Lynne Holgate: Email: lholtgate@malikhouse.co.uk | Telephone: 01274 214603

Regards,

The Yorkshire Enterprise Network Team