

Exhibition Protocol -Raphael Building For exhibitors

- Access** Times for access to the exhibition venue and opening times are supplied separately. These access times have been agreed in advance with the venue host and your exhibition organiser.
- Get out time** Deadline times for vacating the exhibition venue have been agreed in advance and are supplied separately. The get out time has been agreed in advance with the venue host and your exhibition organiser. **All exhibition stands and materials must be removed from the exhibition venue by the advertised get out time. ([see Appendix](#))**
- Loading** Access to the venues loading and unloading areas are limited and you may experience queuing if exhibitors in front of you delay unloading their vehicles. After unloading, exhibitors must move their vehicles to one of the free parking areas of the campus.
- Assistance** Exhibitors or exhibition contractors are responsible for setting up their own stands and transportation of their own exhibition materials. The University does employ Conference Assistants who can give advice; however, their availability is not guaranteed. Conference Assistants are recognisable by their uniform of burgundy polo shirts. Trolleys are not provided by the venue and we strongly advise exhibitors to bring their own.

Advance Deliveries

The University will only accept advance deliveries as detailed in the instructions from the exhibition organiser. Please contact your Event Organiser for details.

The University will not accept a delivery if any packages are incorrectly addressed.

It is the exhibitor's responsibility to transport advance deliveries from the designated storage site to the exhibition venue. The exhibition venue may be a short distance from the storage area

All advanced deliveries must be clearly labelled and addressed to: ([see Appendix](#))

UKMi Conference
c/o Jean Trevis - University of Warwick Hospitality Event manager
To be held on 22/23 September 2011
Exhibition Materials
<<Name of company>>
Left Luggage
Rootes Social Building
University of Warwick
Gibbet Hill Road
Coventry
CV4 7AL

The University will not accept responsibility for lost or damaged items and strongly advise exhibitors to take out necessary insurance cover for items in transit.

Delayed Collections

The University has very limited storage facilities and exhibitors must arrange for collections of all exhibition materials by the advertised get-out time for the exhibition. All material for collection must be securely packaged and fully labelled for return delivery.

Any exhibition materials left behind will be logged and attempts will be made to ensure they are collected within one week of the exhibition close date.

A charge may be levied to cover administration and storage cost for items not removed on the day the exhibition closes. Any items not collected within 2 weeks will be disposed of unless suitable arrangements have been made for collection.

Power	All exhibitors must provide their own power extension leads.
Tables	Tables may be booked in advance by contacting the exhibition organiser. All tables in Ramphal Building are a standard size of 135cm by 67.5cm (or 4ft 5 inches by 2ft 2 ½ inches).The tables are not covered . Exhibitors who wish to have table coverings must bring their own.
Internet	Internet access can be arranged providing as long as prior notice is given to your exhibition organiser who will also advice of charges for this facility. The University does not guarantee to provide this facility as provision is limited by demand and specific location of your event.
Posters	No posters or other materials are to be pinned, taped or attached in any other way to walls, doors or windows. Any damage caused will be charged at a level appropriate to cover cost for complete renovation of the damaged area. Poster boards are available for hire from the university and can be booked via your exhibition organiser.
Floors and Walls	No tape must be used on floor or wall areas. Any damage caused will be charged at a level appropriate to cover cost for complete renovation of the damaged area.
Packaging	For safety and aesthetic reasons, please ensure that all packaging is removed from view in the exhibition venue before the event commences. Please note the venue is unlikely to have storage for packaging.
Cleaning	Circulation space is cleaned daily. Exhibition spaces are not cleaned. Exhibitors are responsible for taking away all of their materials, after the event.
Catering	Tea and coffee is usually served, in or close to, the exhibition venue. If an exhibitor wishes to have catering on their stand, this must be booked in advance with your exhibition organiser.
Alcohol	Alcohol may be allowed to be available on stands but this is dependent upon the licence of the particular exhibition venue. Any alcohol on stands must be purchased from the University ..
Smoking	All exhibition venues are strictly no smoking .
Fire	In the event of the fire within the exhibition venue or the fire alarms sounding: <ul style="list-style-type: none"> • Switch of all electrical appliances • Raise the alarm by activating fire alarms • Exit the building
Emergencies	In case of emergency please contact a member of staff who will alert the relevant service. If no member of staff is immediately available please dial *22222 on an internal phone and the emergency services will be automatically contacted by the University operator.
Security	If an exhibitor sees a suspect package or suspicious person, please notify a member the university staff or your exhibition organiser immediately.
Noise	Exhibitors must ensure that noise, particularly from audio-visual equipment is kept to a volume that does not cause annoyance to other exhibitors or visitors. In the event of any dispute, the decision of the event organiser shall be final.
Music	We advise all exhibitors that the broadcasting of sound recordings without an appropriate licence is not permitted and failure to observe this requirement will result in immediate expulsion from the exhibition venue. Failure to adhere to the law in this matter is a breach of copyright.
Messages	It is advised that exhibitors bring their own mobile phone. It is possible that your exhibition organiser has made arrangements with the university to have a dedicated phone line and office for the duration of the event and you should contact them for that number. The University will deliver emergency messages only in which case

you can advise you contacts that the phone number for Rootes Reception is 024 76 523936.

Accommodation Exhibitors wishing to book accommodation during their stay must arrange this through the exhibition organiser at least 4 weeks prior to the event.

Damage Exhibitors will be held responsible for any damage incurred by whatever means and will be required to make good such damage at their own expense. Exhibitors are strongly recommended to insure themselves against damage to the venue as well as their own stand and equipment.

The Exhibition Organiser has the responsibility of providing this information to all exhibitors

Appendix for 37th UKMi Practice Development Seminar

- Exhibition times** The main exhibition will run from 09:45 to 13:45 on Friday 23rd September.
SPONSORS ONLY: There will be an exhibition at 17:15 on Thursday 22nd September as part of the Sponsor's reception.
- Pre-delivery** Exhibition materials can be delivered to the University of Warwick no earlier than Monday 19th September.
- All materials must be clearly labelled as follows:
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c/o Jean Trevis - University of Warwick Hospitality Event manager
To be held on 22/23 September 2011
Exhibition Materials
<<Name of company>>
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Rootes Social Building
University of Warwick
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Coventry
CV4 7AL
- Removal of exhibition materials** All exhibition material must be removed by 4.00 p.m. on Friday 23rd September 2011.
All material for collection must be securely packaged and fully labelled for return delivery.
Any material left after that time will be removed to the Stores (address below) from where it must be collected on Monday 26th September.
- Refreshments** A buffet lunch will be available for all exhibitors on Friday 23rd September whilst the exhibition is running.
Any other requirements, including bed, breakfast, Thursday lunch etc must have been pre-booked.
- Exhibition requirements** Your requirements for the exhibition will be available as per your exhibition booking form. This includes exhibition space, poster board supply, internet access etc.
Internet access, for those who have pre-booked, will either be wireless or via a cabled link (cable will be supplied). In both cases the internet link will be via the University network and password access will be supplied to you on the day.
You will be allocated your exhibition space on arrival. An exhibition plan will be available on the UKMi website from Monday 19th September.
- Enquiries** If you have any enquiries or want confirmation of what you have booked please contact either Clare Nelson (0116 258 6491) or Peter Golightly (0116 255 5779 / 07768 401406).

We look forward to seeing you at Warwick University