

# Computing Insight UK 2018

## EXHIBITORS' MANUAL



## **Thank you for registering to exhibit at Computing Insight UK 2018!**

The following document contains information that will help you plan your attendance at the event including details about the venue, arrangements for delivery and collection of exhibition material and opening hours.

### **IMPORTANT DATES**

Tuesday 11 December – Exhibition set-up day **(All exhibits MUST be set-up by 8pm at the latest)**

Wednesday 12 and Thursday 13 December – Computing Insight UK 2018

*On the set-up day exhibitors will have access to the exhibition hall between 8am and 8pm.*

### **CONTACT DETAILS**

Your first point of contact should always be by email – [CIUK@stfc.ac.uk](mailto:CIUK@stfc.ac.uk). This will ensure a prompt response to any enquiries. In exceptional circumstances you may call Damian Jones – 01925 603805.

Before contacting CIUK please check that the information you require is not included on the [exhibitors' online registration page](#) or the [event web page](#). The registration page includes a number of downloadable documents that may answer your questions.

During the event you may speak to any of the organisers at the registration / information desk which will be located in the foyer outside the exhibition hall.

### **YOUR PRIMARY CONTACT**

**When you register as an exhibitor you will be asked to name a primary contact. It is important that you name the person that will be responsible for ALL aspects of your attendance at CIUK. The primary contact is the ONLY person that will receive email updates and important information about the event. The primary contact is also the ONLY person that can register your staff for the event. In the past we have had people in charge of exhibition stands at the event that complained they did not receive important information so please consider who your primary contact should be carefully to avoid problems later.**

### **THE VENUE**

Manchester Central (<http://www.manchestercentral.co.uk/>)  
Petersfield  
Manchester  
M2 3GX

## **DELIVERIES**

If you are planning to send exhibition material directly to the venue by courier please use this address:

Computing Insight UK 2018  
COMPANY NAME / CONTACT NAME  
c/o Jamila Alhassan / Danielle Kidron-Perez  
Manchester Central  
Petersfield  
Manchester M2 3GX

**Please DO NOT send any deliveries to the venue before Friday 7 December.**

The exhibition hall is locked overnight and security guards are in attendance during the day.

## **COLLECTION OF EXHIBITION MATERIAL**

Exhibition stands **MUST NOT** be dismantled until 16:30 on Thursday 13 December.

**All exhibition materials MUST be removed from the venue on Wednesday 13 December.**

## **REGISTERING YOUR STAFF**

All exhibitors are entitled to register 3 members of staff at no extra cost. This is included in your exhibition fees. Each extra member of staff above the 3 free attendees will be charged a £100 registration fee. **Only your primary contact – as identified on your registration – can register staff. Your primary contact will receive an email with instructions and a link to an online registration form. Under no circumstances should anybody from an exhibiting company register for the event via the delegate registration form.**

## **EXHIBITOR FORUM**

The Exhibitor Forum at CIUK 2018 is located to the rear of the main exhibition hall. A 15 minute slot will be allocated in the Exhibitor Forum for exhibitors that indicate they would like to take advantage of this opportunity when they register. Exhibitors may use their slot in any way they feel – a presentation on the latest hardware or software release, an introduction and description of the company, prize draws, announcements of future products, demonstrations...

The forum will include a large screen monitor and will have seating for up to 100 people.

We will produce a timetable for the Exhibitor Forum but you should take responsibility for advertising your slot during the event. We will help with this where possible, including announcements via twitter and inclusion in a daily CIUK newsletter that will be circulated electronically to all attendees.

## **MEETING ROOMS**

Meeting rooms are available for booking via Manchester Central directly. Please contact Danielle Kidron-Perez on 0161 827 7649 or [d.kidron-perez@manchestercentral.co.uk](mailto:d.kidron-perez@manchestercentral.co.uk).

## **CAR PARKS**

An NCP car park is located directly underneath Manchester Central - <https://www.ncp.co.uk/find-a-car-park/car-parks/manchester-central-under-jv/> Access is via an entrance on Lower Mosely Street (for Sat Nav please use the postcode M2 3GX).

If you are transporting exhibition material please use this car park and look for the escalator and lifts that will bring you out next to the entrance to the Charter Foyer, which is where the exhibition is taking place.

## **WI-FI**

A free Manchester Central wi-fi network will be available during the event. Details of how to log-on will be displayed on the registration / information desk.

**We look forward to meeting you in Manchester in December and hope that you enjoy a successful event.**

**If you need any further information or have any questions please feel free to contact us at [CIUK@stfc.ac.uk](mailto:CIUK@stfc.ac.uk).**



**DAMIAN JONES**

***CIUK Organising Committee***