

Computing Insight UK 2019

EXHIBITORS' MANUAL



COMPUTING INSIGHT UK 2019

Computing The Future

5 - 6 DECEMBER 2019

MANCHESTER, UK



UK Research
and Innovation

Thank you for registering to exhibit at Computing Insight UK 2019!

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

Wednesday 4 December – Exhibition set-up day **(All exhibits MUST be set-up by 8pm at the latest)**

Thursday 5 and Friday 6 December – Computing Insight UK 2019

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. 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. You can spot them by the yellow shirts that they will be wearing!

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 2019
COMPANY NAME / CONTACT NAME
c/o Sarah Coops / Danielle Kidron-Perez
Manchester Central
Petersfield
Manchester M2 3GX

Please DO NOT send any deliveries to the venue before Wednesday 4 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 16:00 on Friday 6 December.

All exhibition materials MUST be removed from the venue on Friday 6 December. If you need to arrange for your courier to collect on another day please speak to the event staff on the registration desk.

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 £99 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.**

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.

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.

A handwritten signature in black ink, appearing to read "Damian Jones". The signature is written in a cursive style with a horizontal line above the name.

DAMIAN JONES
CIUK Organising Committee