

Computing Insight UK 2021

EXHIBITORS' MANUAL

A blue banner with white and yellow text. The text includes the event name, dates, location, and website. The UKRI logo and Science and Technology Facilities Council name are in the top right. A decorative graphic of overlapping colored lines is on the right side.

**COMPUTING
INSIGHT UK 2021**

UKRI Science and
Technology
Facilities Council

9 - 10 DECEMBER 2021
Manchester Central, UK
www.stfc.ac.uk/ciuk

Thank you for registering to exhibit at [Computing Insight UK 2021!](#)

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 8 December – Exhibition set-up day.
Access to hall available between 8am and 8pm.

(All exhibits MUST be set-up by 8pm at the latest)

Thursday 9 and Friday 10 December – Computing Insight UK 2021
The conference will be open from 8am on both days and will close at 4pm on Friday 10 December.

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, as does the [exhibition page](#) on the conference website.



During the event you may speak to any of the organising team at the registration / information desk which will be located in the foyer outside the exhibition hall. Look for the yellow shirts!



THE VENUE

[Manchester Central](#)

Petersfield
Manchester
M2 3GX

WHAT IS INCLUDED?

CIUK will provide one table, three chairs and a standard power socket for each exhibition stand. The tables will be covered with a plain black tablecloth. Each stand space is approximately 2m x 2m.

Equipment like monitors, laptops etc can be rented from Manchester Central's AV supplier – [Sterling Event Group Ltd](#). Please contact Nikki Urquhart on 0161 436 4444 Ext: 220 or [by email](#).

DELIVERIES

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

Computing Insight UK 2021
COMPANY NAME / CONTACT NAME
c/o Sarah Copas
Manchester Central
Petersfield
Manchester M2 3GX

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

COLLECTION OF EXHIBITION MATERIAL

Exhibition stands **MUST NOT** be dismantled until 4pm on Friday 10 December.

All exhibition materials should be removed from the venue on Friday 10 December where possible. If collection needs to be arranged for a different day please speak to our team at the registration desk to ensure that all paperwork is completed correctly and that the venue is aware that they need to store your material for collection.

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 registration fee. **Only your person that registered your company as an exhibitor can register staff. That person will have received an email with instructions and a link to modify your registration. Under no circumstances should anybody from an exhibiting company register for the event via the delegate registration form.**

MEETING ROOMS

Meeting rooms are available to book via Manchester Central directly. Please contact Sarah Copas on 0161 827 7614 or [by email](#).

CAR PARKS



An [NCP car park](#) is located directly underneath Manchester Central. 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 in all areas of the conference. Details of how to log-on will be displayed on the registration / information desk.

CHECKLIST

✓	Registered to exhibit
	Paid registration fees (<i>If NO please email CIUK@stfc.ac.uk ASAP</i>)
	Registered team members
	Arranged accommodation
	Arranged delivery of exhibition material for Wednesday 8 December
	Arranged collection of exhibition material for after 4pm on Friday 10 December

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.



DAMIAN JONES
CIUK Organising Committee