



EXHIBITOR GUIDELINES

These notes are provided to assist you in the planning of your exhibition at the Wolfson Centre for Medical Education. They are not exhaustive and if you have any specific queries you are requested to contact your Event Organiser, who will then liaise directly with the Wolfson Centre Event Co-ordinator.

CONTACT

As an exhibitor you are welcome to contact the Wolfson Centre Event Co-ordinator, David Oram, in the run up to the event for access or general information (tel 0121 4148607 d.i.oram@bham.ac.uk). However, any specific requests regarding exhibition build, technical services or catering requirements must be directed to your exhibition organiser. No individual requests will be accepted by the Wolfson Centre.

PORTERING SERVICE

A portering service is provided within the Hall on request. This service includes the removal of items from our loading bay area to your stand and back again at the close of the conference for courier pick-up.

DELIVERY OF EXHIBITION STANDS

Due to space restrictions advance delivery is restricted to one day ahead of the scheduled build day. Deliveries arriving before this time may be turned away and asked to return at the appropriate time. All deliveries must be clearly labelled with Wolfson Centre address templates.

COLLECTION OF EXHIBITION STANDS

Any items left in the Centre for collection following an exhibition must be accompanied by a courier waybill reference code. The Wolfson Centre pick up label must be applied to all boxes and the appropriate information completed. Collection of any items will be available after 12 midday on the day following the event (ie after 12 midday on Monday 9th March 2008)

FURNITURE

We are happy to supply 1x6ft Trestle Table and 2 chairs per stand at no extra cost. We would be grateful if you could confirm whether you require these facilities to the Wolfson Centre co-ordinator at the e-mail address above.

POWER SUPPLY

We require advance notice of the number of stands that require power and this can be informed by e-mail to the Wolfson Centre Event Co-Ordinator as outlined above

INTERNET ACCESS

Internet access can be arranged for those exhibitors who require wireless internet access for laptops at their stands, although 3 fixed computer points are available with full internet access on the floor above the exhibition.

RECYCLING

The Wolfson Centre has a policy of paper and cardboard recycling. Our cleaning staff are happy remove excess paper and cardboard from your stand on request. Please assist our staff identify unwanted boxes by breaking them down flat.

LEFT ITEMS

The Wolfson Centre is not responsible for the security or return of any left items. All lost and found articles are catalogued and stored for 90 days at which time they are disposed of at the discretion of the facility.

WOLFSON CENTRE FOR MEDICAL EDUCATION CONTACT

Event Co-ordinator: David Oram

Tel: 0121 414 8607 E: d.i.oram@bham.ac.uk

Please call the event co-ordinator with any access queries.