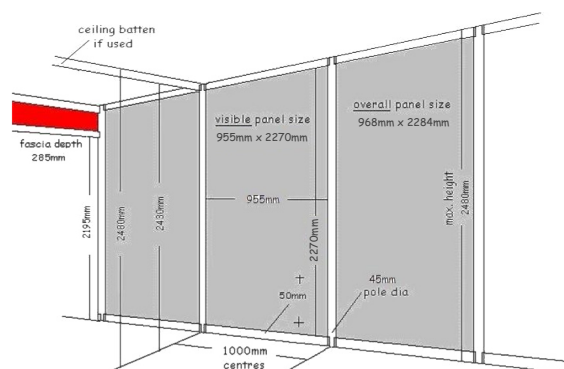
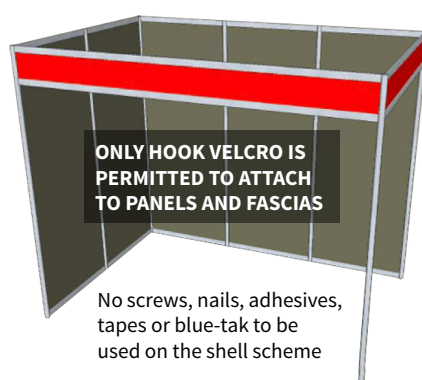


# DETAILS FOR EXHIBITORS

## Pre Conference

Stand set up will be on Saturday (04/11/17) with access between 11am and 5pm (You can drop-off equipment from 11am, and start setting up from 1pm). On arrival at the college proceed up Carlton Street; at the barrier advise security you are attending to set up for the 06/11/17 YEN Expo event - security will direct you to unload at the rear entrance college doors then proceed down to Westbrook Street to park up on the lower rear college car park. A campus map can be viewed at: <https://www.bradfordcollege.ac.uk/about/contact-us/campus-buildings>. Upon entering the exhibition hall staff will direct you to your stand.



## 3m x 2m Corner Shell Scheme Mock Up

**Note:** Those exhibitors who have a 2m x 2m stand will have 2 panels across the back as opposed to the 3 on the diagram and may have 2 panels on both sides of the shell, as opposed to 1 open side.

The walls to the shell scheme/pod are Velcro friendly, making the application of branding material very quick and simple. Please note no other means of attaching materials to the stand shell is permitted. You will need the 'hook' side of the Velcro to attach onto the shell scheme. Props are welcome providing Health and Safety elements are not compromised. Please do not leave any valuables/electrical equipment on the stand unattended or overnight it is recommended to bring these on the morning of the Conference.

**Walkways must be kept clear at all times.**

## Included with your stand are the following:

- Stands: 3m x 2m (5 x 1 metre panels 955mm x 2270mm)
- 2m x 2m (4 x 1 metre panels 955mm x 2270mm)
- Shell Scheme - Pods: 2 outer panels 955 x 2270mm back panel 455mm x 2270mm

**All sizes are net of frame**

## DETAILS FOR EXHIBITORS

- 500 watt socket outlet
- 5ft fluorescent light
- Printed name board per stand
- Full electrician standby cover for the duration of the event
- Dove grey panels
- Cherry red fascia
- Table and chairs (If you don't require these, then please advise the College staff on the day)
- Internet Access - Details will be on your stand on arrival 06/11/17
- NOTE: no table cloth included

Exhibitors, please note all staff members attending the conference must be registered in advance:

[www.yenexpo.uk/exhibitor-registration/](http://www.yenexpo.uk/exhibitor-registration/)

If the company name and phone number is the same for all staff, please just add that to the first person and we will duplicate the rest.

If you need to add more than 6 people, please click the link again after submission and reenter your details, with new information in the 'Staff' fields.

### Frequently Asked Questions

#### What are the dimensions of my Shell Scheme?

**Either:** 2m x 2m or 3m x 2m or pod. If you need to know the exact dimensions of the system we use – the diagrams on the first page should help and see information in the exhibitor letter.

**If you are printing graphics to cover each individual panel, please make them to the visible panel size (2270mm X 955mm)**

#### How do we fix our graphics to the shell scheme/pod panels?

Most of our panels are Hook Velcro friendly. This eliminates the need for screwing, pinning or taping to our panels. Simply stick hook velcro onto the back of your graphics and you are free to position them wherever suits you.

#### Can we stick onto the metal work?

No! The metal work is very expensive to clean. If any aluminium is found to be defaced the cost of cleaning will be passed onto the client.

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# DETAILS FOR EXHIBITORS

## Event Power - Which socket do I have?

We provide standard 500w sockets. Overloading a socket is dangerous and we reserve the right to disconnect a connection if we feel it is unsafe.

**All electrical equipment you bring to the conference must be PAT tested.**

## Can we use adaptors?

This all depends on how you use them. Whilst some venues do prohibit their use we will allow them so long as they are safe. Safe means that the total load must not exceed the rating of the adaptor or socket. As always we reserve the right to condemn on site anything we feel is unsafe.

## During the Conference - Monday 6th November

Exhibitors must be in the Exhibition Hall ready for delegates by 9am. It is recommended to have minimum of 2 people on the stand at any one time and the stand should not be left unattended at any time. Staff can be interchanged throughout the day.

**Your company name will be included on exhibitor badges. There is no limit to the number of your staff present throughout the day.**

Delegate badges will contain a QRcode which allows Exhibitors and Delegates to easily exchange their contact details quickly and accurately. We recommend using the free app 'i-nigma QR Scanner', which is available on iOS, Android, Blackberry and Windows phones.

## After the Conference

The exhibition area will close at 4.00pm. Exhibitors must ensure the stand areas are left clean, cleared, and all rubbish disposed of. Please **DO NOT** start breaking down exhibition stands before 4pm. Load up is via rear entrance/car park.

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# DETAILS FOR EXHIBITORS

## Other Information:

**Fire Evacuation: You will hear a Fire Alarm (continuous sound)**

On hearing the alarm fire, without delay make your way out of the building via the nearest fire exit.

**Assemble on Carlton Street between the old building and David Hockey Building.** Follow instructions from the Fire Marshalls. **DO NOT re-enter the building until you are told it is safe to do so.**

## Disabled Facilities:

Please see link to appropriate information page:

<http://www.disabledgo.com/access-guide/bradford-college/david-hockney-building>

## Delegate Registration:

All delegates must register for entry to the conference via: [www.yenexpo.uk/register/](http://www.yenexpo.uk/register/)

## Contacts:

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