

Exhibitor FAQs

I want to send my equipment direct to the venue – where do I send it?

Please send any parcels no earlier than Wednesday 17 March 2010 to:

Miss Sharon Hughes, Conference Officer, Main Arts Building, Security Office, College Road, Bangor University, Bangor, Gwynedd, LL57 2DG. Please ensure that your equipment is clearly marked EAUC Conference 22nd – 24th March with your contact details included.

Will the exhibition room be secure?

Yes. The exhibition room will be locked overnight and there is 24 hour security on the building. However, we do advise you not to leave valuables unattended.

Will there be Internet access?

Yes, internet access is available in Main Arts foyer, Terrace Cafe, Library and Bar Uno. Internet access is also available in the exhibition area at no charge. Please let us know if you require Internet access as soon as possible. Password will be provided on arrival for connection. All bedrooms do have free Internet access. You are required to provide your own computer & Ethernet cable. Ethernet cables are available to purchase from the reception area but we are very limited on stock.

We want to send more than 2 colleagues to the event – can they come?

Additional colleagues are welcome, for which appropriate conference and accommodation fees will be charged. Further details and booking forms can be found at www.eauc.org.uk.

Can I come to the Speed Networking Event?

Yes, all exhibitors receive conference delegate passes which includes the Speed Networking event. This is an informal and fun way to meet people.

What is the 'Meet the Exhibitors session'?

Following the success of last year, we have decided to again offer exhibitors a jug of drink ie: Pimms to hand out to anyone who visits their stand during the session on Monday from 5pm – 6.30pm in the Pritchard Jones Hall.

Can I come to the Conference Gala Dinner?

Yes, all exhibitors are welcome to attend the Conference Gala Dinner at an additional cost of £30 per head. The dress code is informal, smart/casual.

I need more space!

Unfortunately we are unable to provide any additional space. Each exhibitor receives 2m x 3m and any exhibitor exceeding this will be asked to remove their displays/stands to be fair to fellow exhibitors.

When will the delegates be coming to visit me?

All day-time catering will take place in the exhibition room to maximise your exposure. Approximate break times main change slightly, but approximate times are:

- Day 1: 12:00 - 13:00; 15:10 - 15:50; 17:00 -18:30
- Day 2: 08:30 - 09:00; 10:05 - 11:05; 12:30 - 13:30; 15:10 -15:50

A full agenda can be found at www.eauc.org.uk/annual_conference

When can I set up my stand?

Access to the Exhibition Room for setting up stands will be available from 9am-11am Monday 22nd March. Please ensure your stand is ready by 11am.

When can I breakdown my stand?

You can breakdown your exhibition after the final break time on Day 2 (Tuesday 23 March), at 15:50 hours but please ensure your stand has been dismantled and removed by no later than 17:00 hours as the Conference Gala Dinner will be set up in the same hall. Failure to do so will result in your equipment being removed by staff and security cannot be guaranteed. However we do ask exhibitors not to break down before the last break as delegates will be visiting the exhibition hall.

When will meal breaks be?

We will provide tea/coffee and lunch for exhibitors approximately 30 minutes prior to the delegate break times. All refreshments are included in your exhibitor package.

Can I attend any of the Conference sessions?

Yes, exhibitors are very welcome to attend any of the Conference sessions and this is included in your exhibitor package. If you would like to attend Day 3 of the Conference as a delegate, please ensure you tick the appropriate additional option boxes before returning your exhibitor booking form.

Will there be a chance to tell EAUC what I think of the exhibition?

Yes, we strive to ensure that you are happy and value your feedback – you will have the opportunity to discuss this with us during the conference and we will also ask you to complete an evaluation form to help us to continue to improve our future conferences.

Will I have access to electricity point?

Yes there will be electricity points in Pritchard Jones Hall. Exhibitors will need to let us know as soon as possible if they require an electricity point, as for safety reasons Bangor University do not permit extension cables other than those provided by the University. This will be arranged with the universities technical staff. It would also be helpful if exhibitors can indicate if they do not require an electrical connection.

Are there storage facilities where exhibition materials can be left behind to be collected by courier?

The university has very limited storage facilities and exhibitors must arrange for collections of all exhibition materials by no later than 5pm advertised departure time for the exhibition. Any exhibition materials left behind will be logged and attempts should be made to ensure they are collected within one week of the exhibition close date. Any items not collected within 2 weeks will be disposed of unless suitable arrangements have been made for collection.

How close to the exhibition hall can I unload my material? How close to the hall can I park?

You can unload all your equipment right outside Pritchard Jones Hall. The security barrier at Main Arts car park will be inactive on the morning of set up from 09.00 hours until 11.00 hours.