

Exhibitor Terms & Conditions

- ❖ Exhibitors' places will be offered on a first come first served basis with preference going to EAUC Members.
- ❖ Exhibition spaces will only be confirmed once payment has been received.
- ❖ Conference Sponsors are on a first come first served basis.
- ❖ We reserve some exhibition spaces for charities who work in the sector. We aim to have as representative group of organisations at the conference as possible; we therefore may not be able to accept all charities who wish to have a stand.
- ❖ Exhibitor stands/displays must not exceed 2m x 3m in size. There will be no additional space available on the day so if your stand exceeds this size you will be asked not to erect it.
- ❖ If you wish to send equipment/materials direct to the venue please send them to: Bangor University, marking them clearly "EAUC Conference 22nd – 24th March, Conference Manager: Sharon Hughes" Address details will follow with confirmation of booking.
- ❖ Exhibitors will each be provided with a 1.8m x 0.8m table (no tablecloth) and two chairs.
- ❖ Access to the exhibition space for setting up stands will be available from 9am-11am Monday 22nd March 2010. **Please ensure you are ready by 11am.**
- ❖ Please ensure all stands are broken down, packed up by **no later than 5pm** on Tuesday as the room is to be used in the evening. Failure to do so will result in a delay in the evening's activity and your equipment being removed.
- ❖ All exhibitors will be pre-allocated spaces and you should consult the floor plan provided to you upon your arrival.
- ❖ One electrical power point will be available as standard near to your stand only if pre-booked.
- ❖ Car parking is available on a first come first served basis – we encourage the use of public transport and car sharing where possible, visit www.eauccarshare.org.uk. 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 for unloading.
- ❖ All cancellations must be received in writing to the Cheltenham office. Refunds will be issued, minus a £50.00 administration charge, up to 5th February 2010. After 5th February 2010 no refunds will be issued.
- ❖ Recycling facilities will be available and we request exhibitors use these where possible.
- ❖ Exhibitor passes allow full access to the conference, including workshops, refreshments and the conference dinner.
- ❖ Accommodation offered will be en-suite bedrooms in Halls of Residence. If you do not wish to take up this offer you must arrange your own accommodation and no refund will be offered.
- ❖ Exhibitors are responsible for the set up and carriage of their stand. Assistance will not be available.
- ❖ Company name, logo and website links and adverts will appear in conference materials only if details are provided before the deadline of Friday 29 January.



- ❖ For Membership discount rates to apply you must be a current member at the time of the Conference (i.e. March 2010).
- ❖ The University will not accept a delivery if any packages are incorrectly addressed (see under “Exhibitor FAQs”). It is the exhibitor’s responsibility to transport advance deliveries from the designated storage site to the exhibition venue. The exhibition venue is a short distance from the storage area. All advanced deliveries must be clearly labelled as previously stated.
- ❖ Exhibitors are responsible for the set up and carriage of their stand. Trolleys are not provided by the venue and we strongly advise exhibitors to bring their own. Company name, logo and website links and adverts will appear in conference materials only if details are provided before the given deadline.
- ❖ The University has very limited storage facilities and exhibitors must arrange for collections of all exhibition materials by the advertised get-out time for the exhibition. Any exhibition materials left behind will be logged and attempts will be made to ensure they are collected within two week of the exhibition close date. A charge may be levied to cover administration and storage cost for items not removed on the day the exhibition closes. Any items not collected within 2 weeks will be disposed of unless suitable arrangements have been made for collection.
- ❖ Car parking is available on a first come, first served basis – we encourage the use of public transport and car sharing where possible, visit www.eauccarshare.org.uk . Access to the venues loading and unloading areas are limited and you may experience queuing if exhibitors in front of you delay unloading their vehicles. After unloading, exhibitors must move their vehicles to one of the free University parking areas of the campus.

