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Logistics

Please use the Related Links menu on the right to navigate around the dedicated AiP sponsor web pages.

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 the Conference Organiser, Amy Partleton, in the run up to the event for access or general information (tel 0121 414 2677 or email **a.partleton@bham.ac.uk (mailto:a.partleton@bham.ac.uk)**)

Portering Service
A portering service is provided within the exhibition space 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 deliveries cannot be accepted before Tuesday 3rd June. Deliveries arriving before this time may be turned away and asked to return at the appropriate time. All deliveries must be clearly marked with a **delivery label (/Documents/college-mds/facilities/cpd/exhibitor-deliver.docx)** , and addressed to IBR Loading Bay. Loading Bay is open weekdays only, 9am - 3.30pm. No collections or deliveries can be made directly to the Medical School.

Set Up
Exhibitors may set up their stands between 3pm and 5pm on Wednesday 4th June or from 7.30am and 8.30am on Thursday 5th June. You are strongly advised not to leave anything valuable unattended on your stand

Collection of Exhibition Stands
Any items left in the Centre for collection following the exhibition must be accompanied by a courier waybill reference code. Collection of any items will only be available after 12 midday on the first working day following the event (ie after 12 midday on Monday 9th June). All boxes must also have a company name and courier name clearly marked on them. All collections must be made from the IBR Loading Bay, weekdays only, 9am - 3.30pm. No collections or deliveries can be made directly to the Medical School.

If using DHL please ensure the Shipment Waybill is completed and attached, DHL refuse to collect items if Waybills are not completed. Waybills can be printed at time of booking collection with DHL.

Furniture
Each stand is supplied with 1x Trestle Table (165cm x 75cm), 2 chairs and access to a power supply. We would be grateful if you could confirm whether you require these facilities to the Conference Organiser.

Internet Access
Internet access can be arranged for those exhibitors who require wireless internet access for laptops at their stands.

Recycling
The Wolfson Centre has a policy of paper and cardboard recycling. Our cleaning staff are happy to remove excess paper and cardboard from your stand on request. Please assist our staff to 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 30 days at which time they are disposed of at the discretion of the facility.

Exhibitor Parking
Exhibitors will be allowed to unload at the front steps of the Medical School on either of the designated set up slots. Exhibitors are requested to remove their vehicles from the front of the Medical School once unloading is complete and park on a visitor car park. Each company will be provided with 4 parking passes.
Click here to download directions (/Documents/college-mds/facilities/cpd/wolfson-map-2013.pdf) .

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