

Exhibitors

These notes are provided to assist you in the planning of your exhibition at the Medical School. They are not exhaustive and if you have any specific queries you are requested to contact the Events Office at med-cpdbookings@contacts.bham.ac.uk (<mailto:med-cpdbookings@contacts.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 must be pre-booked with the Events Office, deliveries are normally accepted two days prior to the event. 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, except Bank Holidays and University closed days. No collections or deliveries can be made directly to the Medical School.

Set Up

Exhibitors may set up their stands from 8am, unless agreed otherwise with the Events Office. You are strongly advised not to leave anything valuable unattended on your stand.

Collection of Exhibition Stands

Any items left in for collection following the exhibition must be accompanied by a **courier waybill** and **collection label (/Documents/college-mds/facilities/cpd/exhibitor-collection.doc)**, clearly stating courier, delivery address and contact details of exhibitor. Collection of any items will only be available after 12 midday on the first working day following the event. All collections must be made from the IBR Loading Bay, weekdays only, 9am - 3.30pm, except Bank Holidays and University closed days. 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.

Internet Access

Wireless codes will be available from the registration desk.

Recycling

The Medical School 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 Medical School 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. 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 \(/Documents/college-mds/facilities/cpd/wolfson-map-2013.pdf\)](#).