

# AUDE Annual Conference 2022

## Exhibitor Information

Please read below and if you have any queries or concerns contact the AUDE Events Team:

Email: [aude@yourvision-events.com](mailto:aude@yourvision-events.com)

### Opening Hours

The exhibition is open to delegates over the period of the conference and must be ready no later than 16:00 on Sunday 3<sup>rd</sup> April. The exhibition will close at 15:15 after the afternoon refreshment break on Tuesday 5<sup>th</sup> April.

### Exhibition Space

The space allocated to each exhibitor within the exhibition area is 3x2m. It is the responsibility of the exhibitor to ensure that their equipment/set-up fits within the allocated space provided. Included in the standard exhibition package is a double socket outlet, as well as up to four chairs and one table (if required).

All stands are confirmed on a non-refundable basis, however, should circumstances arise that cancellation is required, and we are able to resell the space, a 50% refund would be made available.

### Set Up and Deliveries

Off-loading of exhibition materials must not be before 10:00 on Sunday 3<sup>rd</sup> April and must be completed by 16:00 on the same day. This will be on a timed schedule, where each exhibitor will be allocated a slot of approximately 30 minutes to unload everything needed for the exhibition.

Further information on the unloading area and car parking at the venue will follow.

Everything will need to be in place on exhibition stands by no later than 16:00 on Sunday 3<sup>rd</sup> April.

If you need to courier anything to the venue prior to the event please email [aude@yourvision-events.com](mailto:aude@yourvision-events.com) for more information.

The conference venue does not have heavy lifting gear available for loading/off-loading. This responsibility remains with the exhibitor or their agents. An exhibitor must inform the Events Team, prior to the conference, if they are intending to use such equipment. All equipment and materials should be insured at the exhibitor's expense.

[AUDE@YOURVISION-EVENTS.COM](mailto:AUDE@YOURVISION-EVENTS.COM)

### Breakdown

The exhibitor may not start clearing their stands before the end of the afternoon refreshment break on Tuesday 5<sup>th</sup> April (finishing at 15:15). All stand equipment and materials must be removed by 18:00 on that day.

### Badge (Exhibitor)

The exhibitor is required to register on arrival within the exhibition area, where they will be given their exhibitor badge and any information pertinent to the exhibition. The exhibitor's badge must be worn during the set-up and throughout the exhibition and conference activities. The standard exhibitor's package allows the provision of two badges per company, however, additional badges will be issued to the exhibitor if previously ordered. Only one additional representatives per company will be accepted and given badges.

### Electrical Connections

A double power socket is supplied as part of the exhibitor package. No multi-gang socket outlets may be used in stands without discussions beforehand with the Events Team.

### Security

The marquee will be managed by security for the duration of the conference and the set-up period. However, we would recommend that all valuable portable equipment is removed from site (e.g laptops) when unattended by the exhibitor. Please ensure all exhibition equipment and materials are covered by a current insurance policy as the event organiser will take no liability for missing items.

### Safety Requirements

Under Health and Safety Legislation, the exhibitor and their contractors are responsible for all activities that take place on their stands throughout the event. This includes providing Risk Assessments and Method Statements, as well as briefing and controlling all of their contractors and employees who work on their stand. It is imperative that the required documents are provided to YourVision Events by the deadline stated.

### Internet Access

You will be provided with Wi-Fi access details upon registration in the exhibition marquee.

### Insurance

All exhibitors must hold current insurance to cover personal liability, indemnity, employers' liability, etc. We would advise that you take out insurance cover to cover the loss of expenses incurred in attending the exhibition (e.g. stand design, transport costs, etc) If in the event you cannot attend or we have to cancel the exhibition due to unforeseen circumstances.