

## **VERY IMPORTANT SETUP INFORMATION**

Thanks for booking an exhibition stand at the NE Venue & Event Expo event on **Wednesday 21<sup>st</sup> March** at the Stadium of Light, Sunderland

**Please read this carefully for very important information.**

Here are all the details you will need regarding setup for the event.

### **1. Finding your stand**

You have been notified of your stand number when you booked. If you're not sure of it please look at the attached document showing a list of all stand holders and your location on the floorplan

**Make sure before you or any colleagues come to setup you know which stand you have.**

### **2. Your Stand Space**

Each standard stand space has an allocation of a 3m wide space which is approximately 1.5m deep.

Some exhibitors have also opted to rent a 6 foot covered table from us.

**If you have not pre-reserved a table then no table will be provided.  
There are no spare tables available on the day.**

If a booked table is no longer required please inform us prior to the event. Chairs will not be situated at each table, there will be stacks of them dotted around the venue for those that do require them.

### **3. Regarding your display**

You can fit Two pop-up banners beside your table only. Others maybe shown behind the table.

Alternatively, you can fit a large 3m x 3m display wall in your space but not a full sized table as well.

You will need to bring a smaller coffee/reception type table or leaflet rack if you need additional display space.

**Do not exceed your allocated space as this is unfair on fellow exhibitors.  
If you exceed the allocated space we may, without notice, move or remove items to comply with the size limits.**

## 4. Setting up at the Event

We strongly recommend you setup as early as possible

**Access to the venue is provided from 8.00am – the event opens its doors to attendees at 10am**

Note that there are over 50 companies exhibiting and everyone arriving on the Wednesday morning to setup will be chaotic, the busy times are 8.15/9.00am

Get there for 8am, get in, get your vehicle moved and parked up and have a coffee and relax before the stress of the day hits.

## 5. Getting access and parking

Access will be via the main entrance – Main Reception is at the front of the stadium

Anything being delivered via courier - Please label clearly as follows:

**Jennifer Smith**  
**C/O Elior (NEVEEX Event)**  
**Stadium of Light**  
**Sunderland, SR5 1SU**  
**NEVEEX Event 2018 14<sup>th</sup> March - Your Name & Company**

If unloading large objects close to the event entrance do so as quickly as possible. Do not obstruct the entrance or car park by dropping off and leaving a vehicle unattended for longer than 15 minutes.

## 6. Power & Wi-Fi

For those of you that have ordered power we will have your power outlet at your stand.

You may need to bring **your own extension lead if using more than one appliance. Exposed wires will be covered using cable bridges and insulation tape. – Refer to the table power list if you are uncertain what you ordered with your setup**

There is Wi-Fi access at the venue provided by the stadium. It's free to access but given the volume of users on the day connection could well be slow or weak. They have advised it will be password protected and we will restrict usage to exhibitors only, password will be given out at the event. If you require internet access it may be advisable to bring your own with you.

The username/Password will be supplied on the day by the venue.

## 7. Other important stuff

### Event Timings and Format

The event starts at 10.00AM and finishes at 3.00PM. All exhibitors must stay until the **3pm closing** time. Event guide including the floor plans and exhibitor list and running order of speakers for each area will be available on the day.

### Event Catering

Food and drink can be purchased at the event or brought with you on the day. You are responsible for providing or purchasing your own refreshments. A trolley service will be in operation for exhibitors across the day.

### Litter Disposal

Any litter left over at the end of the event must be removed upon departure.

### Address & Directions

The full address of the venue is:  
Stadium of Light  
Sunderland  
SR5 1SU

Directions and travel to the stadium - <https://www.safc.com/club/how-to-find-us>

**Allow extra time to reach the venue in peak traffic and congestion.**

### Car Parks

We have at our disposal for the event all car parks around the stadium A permit is **NOT** required to park in any of the vehicles.

Exhibitors do not have dedicated parking spaces as there are over 800 spaces on site for the use of both exhibitors and attendees.

Please follow any directions you are given. Do not obstruct entrances, fire doors, obstruct or use any accessible spaces or park in an area other than those for exhibitors or attendees.