

PMG Conference 2017 Exhibitor Manual

Thank you for choosing to exhibit at the PMG Conference 2017 at Motorpoint Arena, Cardiff. We hope you will enjoy the event and the many networking opportunities it provides.

Please ensure you read all of the information below; key information about the event is listed in alphabetical order, including important health & safety requirements. Please also ensure that all staff attending read the information prior to the event.

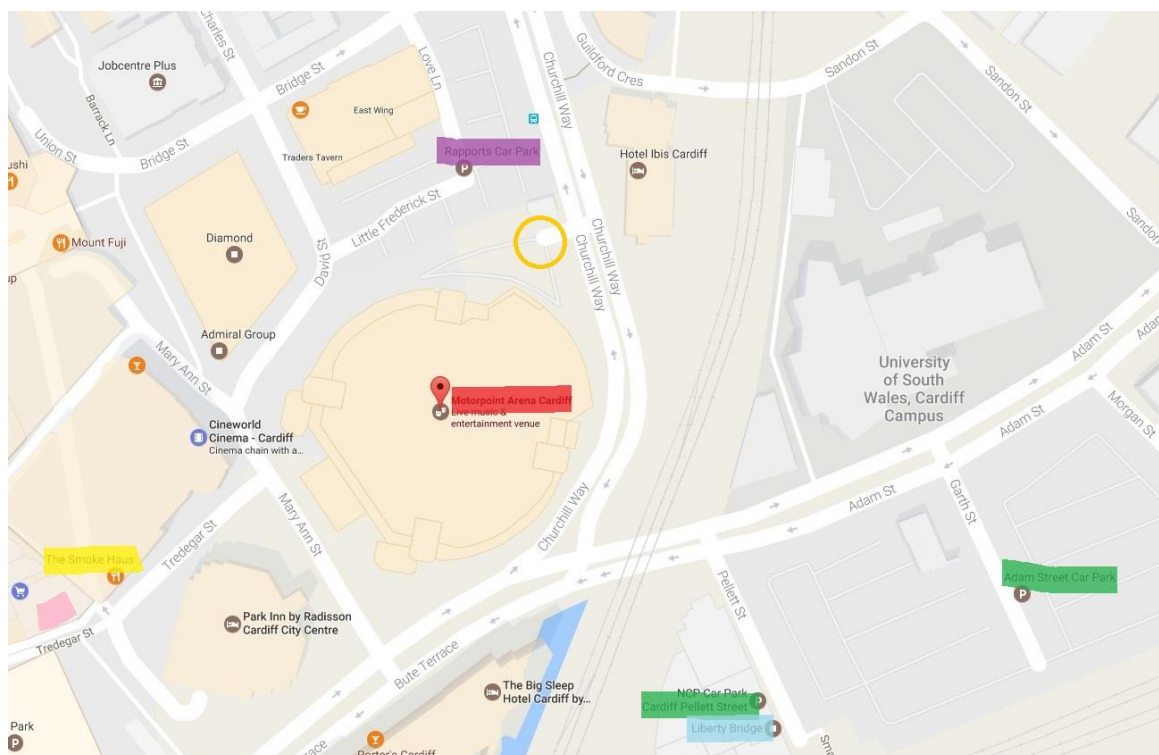
Access (Directions and Loading Bay)

Access to the Main Arena (where the PMG exhibition will be held) is available via the venue's loading bay (circled in orange below); the entrance to the loading bay is on Churchill Way. There will be staff available to help manage the traffic into the loading bay during the busiest times for set-up and breakdown. All exhibitors and contractors arriving to load/un-load should report to the Security Lodge (the small hut by the loading bay entrance) on arrival and follow any instructions provided by the venue staff, which may include time-limits and parking restrictions.

*Please note: a **deposit of £30 cash** will be required on arrival, which will be reimbursed when leaving the loading bay. If you have been allocated a parking space within the Motorpoint's underground car park or the loading bay, this deposit will not be applied.*

There is more information about finding the venue by road, train, bus or air available here: motorpointarenacardiff.co.uk/your-visit/getting-here.

The online Exhibitors Panel includes a section titled 'Venue Directions & Parking' in the 'Notices' section which provides the venue, parking and PMG accommodation addresses. Below, is a map highlighting the different locations being used during the event. Motorpoint Area is highlighted in red, its loading bay circled in orange; The Smoke Haus highlighted in yellow, Liberty Bridge in blue, Tesco Express in pink, Rapports NCP in purple, plus Adam Street and Pellett Street NCPs in green.



There is a larger version of this map available via: www.pmguk.co.uk/conference/venue-directions/, and via the Exhibitors Panel. A document providing detailed directions for exhibitors from the M4 into Cardiff is also available via the panel.

The venue's postcode is: **CF10 2EQ**
 Loading bay entrance: **Churchill Way**

Accommodation

If you have booked accommodation via PMG, rooms will be allocated at Liberty Bridge (highlighted in blue on the map), which is a private student halls of residence within 3-minutes' walk of Motorpoint Arena. On arrival, exhibitors (and any sponsored delegates) should go to the Liberty Bridge reception desk on the 5th floor to check-in and collect room keys (there are two lifts available to reach the 5th floor).

Check-in starts from 2pm on day of arrival, and **check-out is 10am** on day of departure.

There is more detailed information about accommodation, including facilities and parking, available via the PMG website, here: www.pmguk.co.uk/conference/venue-directions/accommodation.

Cancellations & No-Shows

Exhibition fees must be paid prior to the event. If fees are unpaid we reserve the right to prevent you from setting up. Any confirmed exhibitor or exhibiting company that is a no-show will still be liable for the full exhibition fee.

Carpets

The exhibition hall (including stand spaces) will be covered with a mid-grey carpet.

If a different type of flooring is required for your stand, this should be ordered from our contractors, Dimension 8. Information regarding ordering carpet is available via the Exhibitors Panel 'Notices' section: 'Order stand fittings, furniture, electricals or carpet'.

Motorpoint Arena allows the use of NEC approved double-sided carpet tape; please send a sample of any carpet tape you plan to use to PMG in advance of the event for venue approval. PMG reserves the right to charge for any damage caused to the venue flooring, therefore we would advise ordering from Dimension 8 if you wish to use different flooring to the one provided.

Cashpoint

There is a cashpoint onsite which charges £1.75 per transaction. The closest cashpoint offering free withdrawals is by Tesco Express on Tredegar Street (highlighted in pink on the map), approximately a 1-minute walk from the venue.

Catering

PMG will be providing breakfast, lunch and refreshments in the exhibition hall on Tuesday 18th and Wednesday 19th July, plus farewell refreshments in the Foyer on the Wednesday afternoon (from 15:45). During set-up on Monday 17th July, there will also be refreshments available to purchase in the Foyer using cash or card.

If you wish to serve food from your stand, there are no restrictions on this; however, you should include this in your risk assessment, and if you plan to serve unwrapped food, or prepare food onsite you must contact us via conference@pmguk.co.uk as soon as possible, as there are health & safety implications to consider regarding food hygiene and allergens.

Children

For health & safety reasons, children aged 16 and under are not permitted in the hall during set-up or breakdown periods. Anyone planning to bring children or babies to the event during opening times, should inform PMG as soon as possible via conference@pmguk.co.uk.

Cleaning

General cleaning of stands and gangways will be carried out on exhibition open days. The cleaning of exhibits, however, remains the responsibility of the exhibitor. Packaging materials must not be left on or around stands. Please see the 'Waste and Recycling' section for details of how to dispose of waste.

Contacting Us

Before the event you can view the PMG Exhibitors Panel or our Conference webpages for lots of important information. If you have further queries you can also contact us via conference@pmguk.co.uk or +44 (0)1392 477710.

During the event, we will have limited access to emails, but will be contactable via the PMG mobile: +44 (0)7929 567730 for urgent matters. Alternatively, we will be available at the registration desk in the Foyer on the ground floor (opening times provided in the 'Registration' section).

You can also contact Motorpoint Arena's reception desk via 029 2023 4500 for matters concerning the venue; and Dimension 8 via info@dimension8.com or +44 (0)1633 270808 for matters concerning shell scheme, power and lighting for your stand.

Damage and Loss

Neither PMG, nor Motorpoint Arena, accept any responsibility for damage or loss of any properties introduced by the exhibitors or their agents/contractors. Exhibitors are especially warned that the exhibits are the sole responsibility of the exhibitors to whom they belong. Exhibitors should provide their own insurance against all risks. The strongest possible precautions against theft should be taken at all times.

Deliveries & Collections

Deliveries may only be made during the tenancy of the exhibition, and should be addressed to:

[Contact Name]

[Company name]

Stand no: [XX]

PMG Conference 2017

Motorpoint Arena Cardiff

Churchill Way

Cardiff

CF10 2EQ

Exhibits and stand fittings must only be delivered/unpacked when the exhibition is closed to delegates (see 'Opening Times' section). All large goods should be delivered to the Security Lodge in the loading bay, and must not be transported through the main entrance/Foyer. Smaller items (carried by hand) can be delivered via the Foyer if necessary.

PMG cannot accept deliveries on exhibitors' behalf; arrangements must be made for a representative to be available on the stand, and drivers delivering exhibits must be supplied with full information about which stand the delivery is for. Please ensure that all materials are appropriately labelled with your stand number, company name, the event name and venue address. If this is not arranged, deliveries may be turned away.

Any items being collected by a courier must be labelled as per courier instructions and taken to the Security Lodge for collection. The collection must be arranged for the afternoon of Wednesday 19th July, or at the very latest, the morning of Thursday 20th July. Any items left on your stand will not be collected and may be disposed of by venue or PMG staff.

Demonstrations

Exhibitors intending to use televisions or any other potentially loud appliances for stand demonstrations, or who wish to hold live demonstrations, must contact PMG for approval at least one month prior to the event.

PMG will provide a small area for delegates to test exhibitors' wheelchairs on the south side of the exhibition hall, between the male and female toilets. Aisles and gangways should not be used for this purpose. If opting to use the designated test area, a trained member of your staff must be present during the demonstration and appropriate insurance cover must be sought prior to the event.

Dilapidation

You are reminded that you may be charged for making good any damage to the hall caused by your staff or contractors. Under no circumstances can stand construction, graphics, displays, etc. be attached to the fabric of the building.

Evacuation Procedures

In the event of an emergency evacuation, please follow the instructions of Motorpoint Arena staff (identified by high visibility jackets). Please ensure that you are familiar with your nearest Emergency Exits prior to the event – maps of the exits are provided in the 'Motorpoint Arena Cardiff Site Induction' document, which is available to download via the Exhibitors Panel Health & Safety section under 'My Documents'.

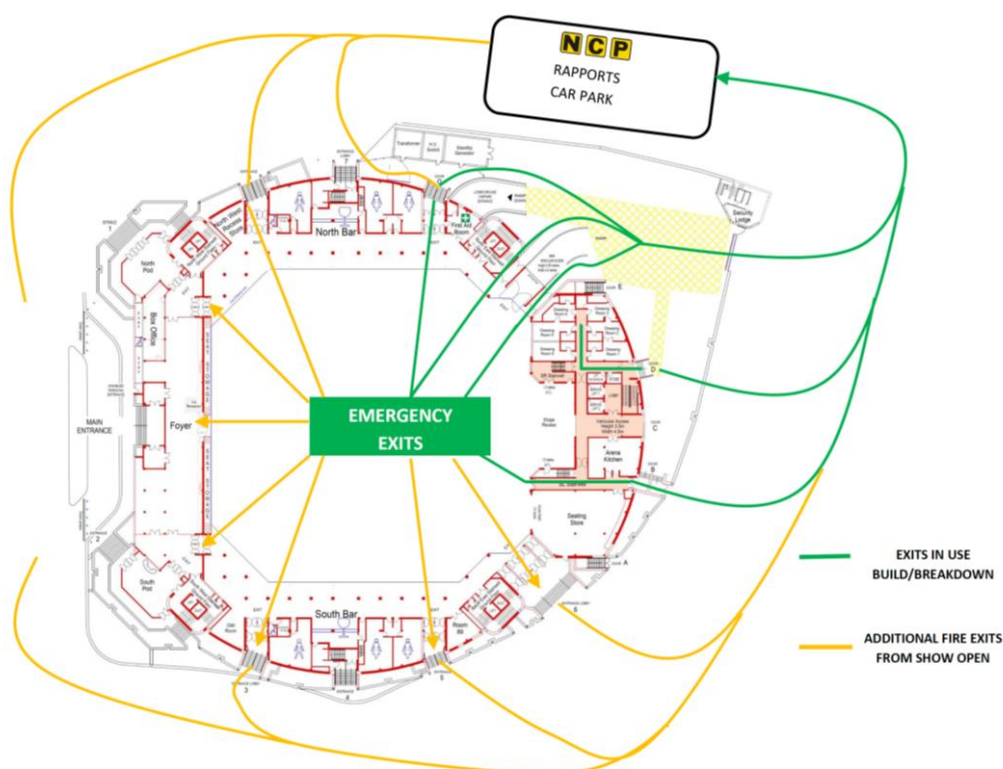
Should an evacuation be required, the following announcement will be made over the public address system:

“Attention please, attention please. Due to circumstances beyond our control it is necessary to evacuate the building. Please leave the building by the nearest available exit, following any directions given by our venue team”.

This announcement will repeat continuously.

Please leave the building, assemble yourselves away from the building at the muster point and wait for the Duty Manager. Do not re-enter the building unless told to do so by the Duty Manager. The venue muster point for fire is located behind the Security Lodge in Rapports car park. All doors which allow access into the Main Arena or any part of the building are self-closing. No doors should be wedged open at any time.

Emergency Exits:



Emergency exits must not be obstructed at any time; this includes the loading bay entrance/exit by parked vehicles.

Fire Precautions

On discovering a fire, activate the nearest break glass point, or notify a member of staff. If there is any immediate danger do not remain in the vicinity. Fire extinguishers are located at various locations in the Main Arena, CO2 extinguishers located on the left and right of the stage area, with more in the back stage corridor and dressing room corridor. Motorpoint Arena do not expect a fire to be tackled by anyone who is not trained to do so.

In order to inhibit the spread of fire within the building, textiles, fabrics and any other materials used for interior decoration or display purpose, including artificial floral decorations, should resist the spread of flame over their surface and should not, if ignited, have an excessive rate of heat release nor give off toxic fumes. When tested, combustion should cease immediately after the pilot flame has been removed. Appropriate test certificates may be requested.

Floor Loadings

The exhibition hall floor loading limit is 1.5 metric tonnes per square metre. Point loads should avoid ducted areas - if you need to see where the floor ducts are please email conference@pmguk.co.uk. Loads/movements exceeding the limit must be verified in advance of the event.

Floor Plan

The latest version of the floor plan and stand allocations document is available to download via:

www.pmguk.co.uk/conference/exhibition/floor-plan-exhibitor-list. This is subject to change at PMG's discretion but, where necessary, exhibitors will be contacted about any such changes.

Fork trucks

If you wish to use the on-site fork truck for setting up your exhibition, or plan to bring a fork truck on site, please email matthew.blackhouse@livenation.co.uk to discuss the logistics involved. Please ensure anyone planning to drive a fork truck has the appropriate licence to do so as this will be requested by the Duty Manager on site.

Gangways

The aisles and gangways used at the venue are the minimum permissible by law and have been subject to approval by the venue management. Under no circumstances will exhibits, stand dressing, tables and chairs, etc. be allowed to encroach into the aisles and gangways. All exhibits must be kept inside your space at all times.

Graphics and Signage

PMG's exhibition contractors, Dimension 8, can produce graphics custom-made for your stand, including printed panels. If you would like more information about this, please go to: www.dimension8.com/graphics.php

Please be aware that it is not permitted to affix anything to the fabric of the building, and that any signage brought onto site must be freestanding.

Health and Safety

All exhibitors must read the 'Motorpoint Arena Cardiff Site Induction' document prior to the event, which is available to download in the Health & Safety section of the Exhibitors Panel. If preferred, a copy can be emailed to you; please contact Ffion via conference@pmguk.co.uk in this instance.

All exhibitors should be aware that they have a responsibility for the health and safety of themselves and others in the building, and should remove, or notify staff of, any hazards as a matter of urgency. All accidents should be reported at reception, regardless of whether an injury occurs.

You should also read all the information provided on the Health & Safety section of the Exhibitors Panel, and press submit as proof you have read and understood the information provided.

Please read the sections below and act accordingly:

- **Risk Assessments**

You should conduct a risk assessment for your stand, and any contractors you bring onsite should also conduct a risk assessment. These do not have to be submitted to PMG unless you have items of special risk, or are building your own stand, however if you would like to submit them for peace of mind, you can do so via the Exhibitors Panel Health & Safety section under 'My Documents'.

For further assistance with the completion of risk assessments, you can visit www.hse.gov.uk/riskindex.htm. We have provided a template risk assessment on the Exhibitors Panel Health & Safety section. If you would also like to see an example risk assessment, please email conference@pmguk.co.uk to request this.

- **Additional Documentation**

Exhibitors building complex structures may also be asked by our health & safety contractors, EEP Safety, to produce a method statement and/or construction phase plan, or provide structural calculations (for stands over 4m).

- **Space Only Stands**

Companies opting for space only must inform PMG of their intention to do so **by Friday 23rd June**, and define their stand using a structure or different flooring. This is an important fire safety precaution to ensure aisle sizes are kept at appropriate widths. If you have opted for space only, you will be asked to provide a description and/or images of your plans to ensure this requirement is met. Any plans provided must indicate full construction details and be drawn in a legible manner, to a scale no less than 1:50. Plans should include structural details, materials used, fire safety considerations/certification.

If a structural engineer needs to be hired by PMG to assess space only structures, we will inform the relevant exhibitors prior to the event, and costs will be passed on to the relevant exhibitors after the event - divided evenly between the exhibitors involved.

Space only exhibitors will be allowed access to the exhibition hall from 09:00 on Monday 17th July if extra time is required to build a structure. During this time (until 14:00) the hall will be under Construction Design and Management (CDM) Regulations, and therefore high visibility vests and appropriate work shoes should be worn. Motorpoint Arena stocks high visibility vests, which are available to borrow, should you forget to bring your own.

- **Items of Special Risk**

If you are bringing an item onsite that is considered a special risk, you will need to inform PMG **by Friday 23rd June**, and submit a risk assessment via the Exhibitors Panel Health & Safety section by the same date. Please also email conference@pmguk.co.uk to confirm that you are bringing an item of special risk, or if you think you might be.

Items of risk may include food (due to allergies), flames, petroleum/diesel, alcohol, animals, chemicals, gas cylinders/compressed air, helium balloons, moving displays and tall objects (particularly if they require working at height). This is just a guide, so if you have any doubts about an item you are taking to the event, please do contact us.

Due to the risk of damage to lighting and ventilation equipment and the potential for interference with the alarm system, lighter-than-air balloons can only be used for display purposes and must be securely tethered. Balloons must be positioned at a height no more than 6m from the floor to the top of the balloon, and hang only over the stand for which authorisation has been granted. Helium gas cylinders must be removed from the exhibition hall once balloons have been filled.

- **Height Restriction**

The majority of the hall has a height restriction of 11.5m, under the balcony this reduces to 2.7m (this affects stands 6, 7, 33, 34 and 35).

Structures over 4m will need a Temporary Demountable Structures (TDS) sign-off from the local authority (via the venue), and detailed structural calculations must also be submitted to the venue. Please contact conference@pmguk.co.uk in the first instance if this is relevant to you, and please do so no later than one month prior to the event. The local authority may choose to visit the site to inspect the structure during the event.

Please note: hard hats should be worn when work overhead is taking place (flashing beacons will be lit to notify you).

Important Dates

Deadlines have been provided on the Exhibitors Panel for all submissions under 'My Documents'. The PMG Exhibition Form, health & safety documentation (if required) and electrics grid should all be submitted by **Friday 23rd June**. However, the load-in times are offered on a first-come-first-served basis, so the quicker you complete the form the better.

Insurance

Exhibiting companies are expected to take out insurance covering their legal liability within the framework of the exhibition, to meet their responsibilities and those of persons for whom they are responsible. This includes all individual and legal entities present on the site during exhibition set-up, for the duration of the exhibition, and the exhibition breakdown. It is your organisation's responsibility to take out all relevant insurances for property and liability as deemed necessary to cover the possible risks of participating in the exhibition, including any losses and/or damages to property.

Internet Access

Free Wi-Fi is available for all to use at Motorpoint Arena. If you require a hardwire connection to your stand, this can be purchased for £75 per connection. Please email matthew.blackhouse@livenation.co.uk if you would like to arrange a hardwired connection.

Lost Property

Lost property should be handed in to the Motorpoint Arena reception in the Foyer. Should you lose any of your possessions, please ask at reception, who can check if it has been found. Motorpoint Arena will retain lost property for three months, after which time they reserve the right to donate it to charity if no claim to the property has been made.

Medical Emergencies & First Aid

In cases of medical emergencies, please notify a member of venue staff in the first instance. The Duty Manager will then call the emergency services and dispatch the venue medic to the scene. This procedure ensures that accurate access details can be provided to the emergency services, and will therefore prevent any delays.

There will be a first aider available throughout the event; please inform a member of security or the reception desk if first aid is required, providing details of the location and nature of the incident.

Music

Exhibitors wishing to play any recorded material must obtain a licence from the Phonographic Performance Limited (PPL) and Performing Rights Society (PRS). Exhibitors are solely responsible for obtaining any licence required to play music on their stand.

Any exhibitors planning to have any public address (PA) and/or audio visual (AV) equipment on their stand must have the noise levels approved by the Duty Manager on-site prior to the opening of the exhibition. It is also essential that detailed information be supplied to Motorpoint Arena (via conference@pmguk.co.uk), covering all aspects of presentation equipment being utilised, at least 4 weeks prior to the event. Failure to supply suitable documentation may result in approval not being granted.

All audio speakers on exhibition stands must be facing inwards on the stand and not facing the gangways.

Noise

Noise levels will be monitored by PMG and Motorpoint Arena, and exhibitors may be asked to reduce levels where necessary. Please ensure exhibitors have access to ear protection should they need it during exhibition set-up and breakdown.

Online Ordering – Dimension 8

You can order furniture, different carpet, additional power and lighting, plus much more, from PMG's exhibition builders, Dimension 8. To do so, click here: www.dimension8.com/onlineordering.php. Once there, complete the form, select 'Posture and Mobility' from the drop-down menu, and enter 'PMG2017' as the password.

There is also more information available via the online Exhibitors Panel in the 'Notices' section under 'Order stand fittings, furniture, electricals or carpet', including guidance on ordering from them online, and a furniture brochure.

If you have any queries regarding ordering from Dimension 8, please email info@dimension8.com or call +44 (0)1633 270808.

Opening Times

The exhibition will be open to delegates during the following times:

Tuesday 18th July, 08:00 – 17:00 & 19:00 – 19:45 (*Drinks Reception*) [*Exhibitor access from 07:30*]

Wednesday 19th July, 08:00 – 14:15 [*Exhibitor access from 07:30*]

The busiest times will be during the breaks in conference proceedings and also the Drinks Reception, details of which can be found via the conference programme: www.pmguk.co.uk/conference/programme.

Parking

Every exhibiting company will be provided with one free parking space, suitable for the size of their vehicle, either onsite or at Rapports NCP (highlighted in purple on the map), for the duration of the event. If you have not yet specified that you would like one of these parking spaces, please do so asap (via the Exhibition Form on the Exhibitors Panel). Those allocated a space at Rapports NCP must come to PMG registration after setting up, to be provided with a ticket for parking at Rapports. This NCP ticket must be displayed in the vehicle for the duration of the event.

All other vehicles will need to be parked elsewhere, except during the set-up and breakdown of the exhibition. NCP parking for visitors and exhibitors is available in a number of car parks close-by.

If you require parking with no height restrictions, we would recommend the two highlighted in green on the map:

[Cardiff Adam Street NCP](#)

Adam Street

Cardiff

CF24 2FH

Cost: £15 for 12 to 24 hours.

If your vehicle is under 1.97m, we would recommend:

[Cardiff Pellett Street NCP](#)

Pellett Street
Cardiff
CF10 4FD

Cost: £8 for 5 to 24 hours; pre-booking available via NCP website.

Both car parks above provide accessible spaces; however, please do email conference@pmguk.co.uk if you require accessible parking at Motorpoint Arena.

Power & Lighting

Electricity will be provided via floor ducts. Power requirements should be confirmed with Dimension 8 prior to the event; Dimension 8 are the only contractors with authority to provide electricity to exhibitors. Additional power will not be available once the exhibition has been built. Any requirements for 24-hour power should be made clear in advance and will be charged.

The amount of power sockets and lighting allocated to your stand (as part of your stand booking) will depend on the size of your stand. As standard, PMG provide shell scheme stands with the following:

4sqm to 9sqm = 1 x 500w power socket and 2 x spotlights
10sqm to 15sqm = 2 x 500w power sockets and 4 x spotlights
16sqm to 21sqm = 3 x 500w power sockets and 6 x spotlights
22sqm to 27sqm = 4 x 500w power sockets and 8 x spotlights
28sqm to 33sqm = 5 x 500w power sockets and 10 x spotlights
34sqm to 39sqm = 6 x 500w power sockets and 12 x spotlights
40sqm to 45sqm = 7 x 500w power sockets and 14 x spotlights
46sqm to 51sqm = 8 x 500w power sockets and 16 x spotlights

If you require more power and lighting, or would prefer a different type of lighting, please order this from Dimension 8 via: electrics@dimension8.com or +44 (0)1633 270808.

Please ensure you submit details of where you would like your power sockets to be located **by Friday 23rd June** using the Exhibitors Panel (Electrics section of My Documents). A copy of the grid you need for this is provided via the Exhibitors Panel. You need to download and print the grid, then simply draw your stand on the grid (each square represents 1sqm) and mark within the stand where the sockets should be. Please include your stand number on the form.

Public Address System

Announcements made on behalf of exhibitors are made at PMG's discretion and need to be agreed with PMG directly.

Refreshments

Motorpoint Arena will be serving drinks and light refreshments in the Foyer on Monday 17th July during set-up, which can be purchased using cash or card.

PMG will be providing breakfast, morning refreshments, lunch and afternoon refreshments within the exhibition hall on both Tuesday 18th and Wednesday 19th July; these are available to everyone in attendance as part of the mandatory exhibitor pass/package bookings made prior to the event. Please note: the afternoon (farewell) refreshments on Wednesday 19th July are provided in the Foyer at 15:45 due to exhibition breakdown taking place, but exhibitors are welcome to stay for these.

Lunch and refreshment timings are shown within the programme, available to download here: www.pmguk.co.uk/conference/programme.

Please note: exhibitor lunches will be available 30-minutes prior to the times listed for delegates on both days, i.e. from 12:30 until 13:00, to ensure there is plenty of time for exhibitors to eat before the majority of delegates return to the exhibition hall following the conference proceedings.

Registration

All exhibitors should go to the PMG registration area in the Foyer, on the ground floor, before entering the exhibition hall on Tuesday 18th July to print their exhibitor badge and collect a conference bag (exhibitors can also register on Monday 17th July between 15:00 and 21:00 if preferred).

The registration area can be clearly seen on the exhibition floor plan, in the area marked 'ENTRANCE'. To view the floor plan, go to: www.pmguk.co.uk/conference/exhibition/floor-plan-exhibitor-list.

Registration is open:

Monday 17th July, 15:00 – 21:00

Tuesday 18th July, 08:00 – 17:00

Wednesday 19th July, 08:00 – 16:00

Exhibitors and contractors should have their company identification available on Monday 17th July, and wear the PMG lanyard and name badge (provided at registration) at all times once the event is open. This is proof of registration and will allow you to access the refreshments provided. Security will be in operation to monitor this. At registration, exhibitors will also receive any tickets/vouchers for additional items booked. You will not be able to access the Southern American Themed Welcome Event or Gala Dinner without the relevant tickets/vouchers.

Scissors Lifts

Any exhibitors or contractors planning to use a scissor lift to construct their stand must provide details of the risks and control measures involved via a risk assessment (please see Health & Safety section).

Security

Motorpoint Arena will provide general security for the whole venue, including searches of all bags on arrival. However, the individual security of the stands and exhibits is the responsibility of exhibitors. Valuables should be removed from the venue overnight, and additional care should be taken during exhibition build and breakdown, as these are vulnerable times. Exhibitors are warned not to leave valuables unattended on their stands, whether during the build-up, open or breakdown periods. Special care should be taken of mobile phones as these can be easily misplaced or stolen. Do not leave your stand unattended at any time. In the unlikely event of a theft, please report to the reception desk immediately.

Badges should be worn at all times by both exhibitors and contractors – on set-up day these can simply be your work badges for identification purposes, but when the exhibition opens everyone will require a PMG pass to enter the exhibition hall. **All PMG passes must be purchased by Friday 30th June and collected at registration.**

If, during your visit, you see anything suspicious, please report to the reception desk immediately. Please survey your own area at all times for any suspicious packages, bags or other receptacles. If you are in any doubt, the article should not be touched and venue staff should be informed immediately. It must be stressed that extra vigilance on the part of everyone is absolutely vital and appreciated.

Set-up & Breakdown

Exhibition set-up will take place on **Monday 17th July from 14:00 to 22:00**. All companies will be allocated a time slot for arrival to help ensure delays are kept to a minimum.

Exhibition breakdown will take place on **Wednesday 19th July from 14:15**. There will be no time restrictions in place; however, a queuing system will be organised by Motorpoint Arena staff if necessary.

High visibility vests should be worn in the loading bay area and in the Arena during set-up/breakdown. Motorpoint Arena stocks high visibility vests, which are available to borrow, should you forget to bring your own.

For health & safety reasons exhibitors must not start breaking down prior to 14:15, and should wait until the all-clear is given by the Duty Manager. Exhibitors will not have access to the loading bay until the Duty Manager is satisfied the hall is clear of all delegates. PMG do not permit vehicles (other than fork trucks) to be driven into the exhibition hall.

Once breakdown is in process, equipment should be removed via the loading bay only. The public entrances cannot be used to remove items from the exhibition hall during this time. Please do not leave any items or waste products in your space.

Shell Scheme & Space Only Stands

Infill panels are white Foamex; exhibitors may use two part Velcro (hook and loop), Blu-tak or double sided sticky pads to attach graphic artwork to the shell panels. Please do not use nails, screws or staples etc. as infill panels are only 3mm thick, and you are liable to be charged for the resultant damage.

The visual panel size is 950mm x 2,340mm, but the actual panel size is 970mm x 2,352mm; please note that the edges will be hidden inside the framework, so please set up graphic artwork to the visual size (950mmw x 2,340mmh) and allow for loss (bleed) of 10mm each side and 6mm top and bottom.

The frame is made using a white powder coated aluminium Octanorm system.

A visual guide to the shell scheme dimensions is available on the Exhibitors Panel 'Notices' section under 'Shell Scheme Dimensions'. If you require further information, please contact Dimension 8 directly, via info@dimension8.com or +44 (0)1633 270808, with any specific queries; they also have a useful FAQ section on their website: www.dimension8.com/faq.php.

Please note: groups of stands booked by one exhibiting company will be erected as one large stand, unless otherwise requested.

Companies opting to build their own stand will not be provided with a company name board or lighting unless this is specifically requested, using the 'PMG Exhibition Form 2017', which is available via the Exhibitors Panel 'My Documents' section. The standard power socket allocation is still made available to space only stands should it be required – please refer to the 'Power' section of this document for details on how to order this.

Space only exhibitors must also ensure their stand space is properly defined, which is particularly relevant for those with spaces that do not neighbour other stands. A structure or different coloured carpet can be used to define the stand space; if you have any queries or concerns regarding this, please email conference@pmguk.co.uk.

Smoking & E-cigs

Motorpoint Arena is a no smoking venue and this includes the use of e-cigarettes. Smoking is only permitted outside of the venue in the yard/loading bay during set-up/breakdown, and under the canopy at the front of the building during open times. Any violation of this will result in a penalty charge.

Storage

Motorpoint Arena will provide some storage space for exhibitors within the exhibition hall's baby changing unit. However, space will be limited so, where possible, please keep items stored elsewhere, in vehicles or use a cupboard within your stand (this can be hired from/built by Dimension 8 or brought with you). If you do need to use Motorpoint's storage area, please ask at registration about this on arrival.

Please note: fire regulations prohibit the storage of packing cases, literature, etc. in areas behind stands or blocking gangways.

PMG are providing a free cloakroom facility in the South Lobby area on the Tuesday and Wednesday (07:30 - 17:00), which will be available for all delegates and exhibitors to store personal items such as coats, bags and suitcases.

Trolleys

Exhibitors are reminded to bring trolleys for use during the build-up and breakdown of the exhibition, if required, as these will not be provided by the venue.

Waste and Recycling

Waste and recycling skips are provided in the yard/loading bay area. Exhibitors must separate rubbish and dispose of it in the appropriate skips. General waste (including food, polystyrene, metal and wood) should be disposed of in the yellow skip; mixed recycling (including paper, cardboard, plastic and cans) should be disposed of in the blue skip.

Welcome Event

On Monday 17th July 2017, PMG will be hosting a Southern American (USA) themed Welcome Event at The Smoke Haus (highlighted in yellow on the map) from 7pm until 10pm. There will be a free Southern-style meal provided, one free drink per attendee, and a pay bar to purchase any additional drinks. Exhibitors wishing to attend this event should ensure this has been selected on their booking, and then go to registration prior to the event to collect a ticket.