



Posture &
Mobility
Group

PMG Conference 2018

Exhibitor Manual

Monday 23 July – Wednesday 25 July
Manchester Central Convention Complex

Thank you for choosing to exhibit at the PMG Conference 2018 at Manchester Central Convention Complex, Manchester. We hope you will enjoy the event and the many networking opportunities it provides. This manual is intended to make your participation at the event as smooth and productive as possible. If you have any questions or require further assistance, please do not hesitate to contact Vera Hide on +44 (0) 208 977 7997 or email: pmg@conferencecollective.co.uk

Please ensure you read all the information below; key information about the event is listed in alphabetical order, including important health & safety requirements. Please also ensure that all staff (including contractors) attending are sent on the manual and read the information prior to the event.

Exhibitor Checklist	How?	Deadline	Mandatory to all exhibitors
Stands over 4m & Complex Structures (see pages 10 & 11)	via Exhibitor Panel	Monday 28 May	
PMG Exhibition Form	via Exhibitor Panel	Friday 22 June	Y
Risk Assessment Form	via Exhibitor Panel	Friday 22 June	Y
Health & Safety & Insurance Declaration	via Exhibitor Panel	Friday 22 June	Y
Space Only Stands (plans)	via Exhibitor Panel	Friday 22 June	
Site Induction Video	via Exhibitor Panel	Friday 22 June	Y
Items of Special Risk	Email	Friday 22 June	
Catering/Samples from your stand	Email		
Electric Grid	via Exhibitor Panel	Monday 2 July	Y

Quick Links			
Accommodation & Parking Information	Click here to view	Exchange Hall Fire Exits (F.E)	Click here to view
Catering at your stand	Click here to view	Latest Floorplan	Click here to view
Conference Programme	Click here to view	Risk Assessment User Guide	Click here to view
Delivery Label Template	Click here to view	Locations of Travelodges & Carparks – Map Click here to view <i>Only applicable to exhibitors who have booked accommodation via PMG's booking system</i>	
Directions to Loading Bay	Click here to view		

Exhibitor Panel

The Exhibitor Panel is designed to help you manage your PMG Conference stand. You can use the panel to submit important documents and forms and to read notices from PMG/Conference Collective. You can also update your details and password whenever required, which means if the staff member in charge of organising your PMG Conference stand changes, we will have the correct details. Should you not receive your login details by 21.05.2018 please contact pmg@conferencecollective.co.uk

Please note; the initial username and password email will be sent to the company person who booked a stand.

Useful Contacts

Additional Shell Scheme, Electrics, Furniture, Lighting, Signage and Accessories,

Anchor Exhibitions

T: +44(0) 1455 612341

Email: admin@anchor-exhibitions.co.uk

W: www.inspirehire.co.uk

Audio Visual Services

Blitz Communications Ltd

Contact: Trish Bailey

T: +44 (0)161 827 8759

E: tbailey@blitzcommunications.co.uk

Catering

Manchester Central Hospitality

T: (0)161 827 8766

E: catering@manchestercentral.co.uk

[Catering Online Ordering Portal](#)

IT Connections

Manchester Central

T: +44(0)161 827 7676

E: EventsIT@manchestercentral.co.uk

[IT Connections Online Ordering Portal](#)

Rigging

KRS

Contact: Karen Connell

T: +44 (0)1253 894688 ext 42

E: karen@knightrigging.co.uk

Shipments, freight forwarding and onsite logistics (e.g. forklifts)

Stevie Cameron Event Logistics Ltd

Contact: Stevie or Eileen

T: +44 (0)1355 238 559

E: info@cameronlogistics.co.uk

www.cameronlogistics.co.uk

Accommodation

If you have booked the following packages:

- **Delegate Package 1**
- **Delegate Package 2**
- **Exhibitor Package 1**

You will be allocated accommodation at either Manchester Central Travelodge or Manchester Piccadilly Travelodge (shown on the [map](#)), both are within 10-15 minutes' walk from Manchester Central. There is more detailed information about accommodation, including facilities and parking, available via the PMG website, [here](#).

Check-in: from 3pm on Monday 23 July or Tuesday 24 July 2018

Check-out: by 12pm on Wednesday 25 July 2018

Those that have booked the above packages will be sent a form from conference@pmguk.co.uk regarding your preferred choice of accommodation, if this has not been received by Tuesday 17 July then please get in touch with Ffion on the email address conference@pmguk.co.uk.

Cancellations and 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. If you are in any doubt about the status of your payment, please contact conference@pmguk.co.uk

Carpets

The exhibition hall (including stand spaces) will be covered with a blue carpet with a lighter blue circular pattern.

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

Important: Any space only exhibitors will have to clearly define their space either with a structure or different flooring. As the venue's carpet must be protected, space only exhibitors will need to ensure that underlay or hardwood between the venue carpet and own flooring is being used.

Manchester Central will only allow the use of exhibition tape which has a low tack bottom, high tack grab top and does not leave any residue or cause any damage to the floor when removed. PMG reserves the right to charge for any damage caused to the venue flooring, therefore we would advise ordering from Anchor Exhibitions who will be able to advise accordingly. Other forms of fixing to the hall floor such as cable clips, nails and bolts are prohibited. Floor coverings must be secured and maintained so that they do not cause a hazard.

Cashpoint

There is a free cash point located in the Central Foyer. You can also use The Royal Bank of Scotland and Barclays on Mosley Street, just a five-minute walk from Manchester Central.

Catering

PMG will be providing breakfast, lunch and refreshments in the exhibition hall on Tuesday 24 July and Wednesday 25 July, plus farewell refreshments as part of your registration. Please note, during set-up on Monday 23 July, there will not be any retail points available to purchase any refreshments, so please plan accordingly.

If you wish to offer any food or drink samples from your stand, please note there are some restrictions on this and this should be included in your risk assessment, and if you plan to serve unwrapped food, or prepare food onsite you must contact us via pmg@conferencecollective.co.uk as soon as possible, as there are health & safety implications to consider regarding food hygiene and allergens. Please see Manchester Central's [Sample Policy](#) for further details.

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 Conference Collective as soon as possible via pmg@conferencecollective.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. Exhibition stand cleaning can also be arranged before your event at an additional cost. For details please contact the venue on +44 (0)161 834 2700. 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 Exhibitor Panel or our Conference webpages for lots of important information. If you have further queries you can also contact us via pmg@conferencecollective.co.uk or +44 (0)208 977 7997.

During the event, we will have limited access to emails, but will be contactable via the Conference Collective mobile: +44 (0)798 4515 630 for urgent matters. Alternatively, we will be available at the registration desk in the Exchange Lower Foyer (opening times provided in the 'Registration' section).

You can also contact Manchester Central's reception desk on +44 (0) 161 834 2700 for matters concerning the venue.

Damage and Loss

PMG, Conference Collective or Manchester Central, do not accept any responsibility for damage or loss of any properties introduced by the exhibitors or their agents/contractors. Exhibitors should provide their own insurance against all risks. The strongest possible precautions against theft should be taken at all times.

Every visitor who comes to Manchester Central may have their bags searched. We therefore ask you to consider keeping bags and possessions to a minimum. Please also consider the size of your bag - we recommend just one small bag or handbag - to minimise the time it takes to search and gain access to the event. When planning your arrival to the venue, we suggest you allow some extra time for security checks.

Deliveries and Collections

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

PMG Conference 2018
[Exhibitor Company Name & Stand Number]
[Contact Name of Recipient] *from Exhibiting Company*
Manchester Central Convention Complex
Petersfield
Manchester
M2 3GX

Important: A Delivery Label Template can be found on page 21 of this manual or you can download [here](#).

Exhibits and stand fittings must only be delivered/unpacked when the exhibition is closed to delegates (see 'Opening Times & Build & Breakdown' sections on page 13). All large goods should be delivered via the loading bay where they will be directed to the relevant goods entrance and must not be transported through the Main Entrance/Foyer. Smaller items (carried by hand) can be delivered via the Foyer if necessary.

PMG, Conference Collective and Manchester Central 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 Vehicle Door in the Exchange Hall; drivers are then able to drive up to the door. The collection **must** be arranged for no later than 10pm on Wednesday 25 July, any items left on your stand will not be collected and may be disposed of by venue or PMG/Conference Collective staff. Please consider using our logistics contractor to assist with deliveries.

Demonstrations

Exhibitors intending to use televisions, plasma screens 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.

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 Manchester Central staff. Ensure that you are familiar with your nearest Emergency Exits prior to the event – maps of the exits are provided in the 'Manchester Central 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! Will everybody please leave the building by the nearest exit. This is an emergency. The staff will assist and direct you. Please do not use the lifts.”

Fire marshals from Manchester Central wearing high visibility jackets will be on hand to direct you.

- Please leave the building, assemble yourselves away from the building at the assembly point (*which will be directed by venue staff*) and wait for a Manchester Central fire marshal.
- If a member of your team is missing inform the fire marshal as soon as possible.
- Do not re-enter the building unless told to do so by a member of the management team from Manchester Central.
- Emergency exits must not be obstructed at any time; this includes the loading bay entrance/exit by parked vehicles.

Exchange Hall: [Fire Exits \(F.E.\)](#)

Venue Assembly Point: You will be directed by venue staff to the designated assembly point.

Fire Precautions

On discovering a fire, please take the following action:

- Activate the nearest break glass point, these are located at each vehicle door and fire exit.
- Inform a member of staff and give the location and nature of the incident.
- If there is any immediate danger do not remain in the vicinity.

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 is 1450 kg/sqm. Please note that loadings are reduced for point loads that fall on service ducts. Point loads should avoid ducted areas - if you need to see where the floor ducts are please email pmg@conferencecollective.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 [here](#). This is subject to change at PMG's discretion but, where necessary, exhibitors will be contacted about any such changes.

Fork lifts and Trolleys

Please note that Manchester Central does not provide trolleys, pumps trucks or forklifts. These can be arranged through our official logistics contractor Stevie Cameron Logistics. For more details please contact Stevie or Eileen either by email: info@cameronlogistics.co.uk or phone +44 (0)1355 238 559

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, Anchor Exhibitions, can produce graphics custom-made for your stand, including printed panels. If you would like more information about this, please go to: www.inspirehire.co.uk or if you have any queries relating to ordering then you can email admin@anchor-exhibitions.co.uk. 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

Important – Manchester Central Site Induction

All contractors and exhibitors who will be on site during the build/break time when CDM rules are in effect should view the induction video. You will be required to confirm this when acknowledging the receipt of the site rules.

Please forward the link below to all those concerned.

The traffic team will ask each person who arrives on site to confirm that they've seen the induction and then issue them a wristband for access.

[Manchester Central Site Induction Video - Click to View](#)

All exhibitors must read the 'Manchester Central Site Induction' document prior to the event, which is available to download in the Health & Safety section of the Exhibitor Panel. If preferred, a copy can be emailed to you; please contact Vera via pmg@conferencecollective.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.

Important: All exhibitors must read all the information provided on the Health & Safety section of the Exhibitor Panel, and press submit as proof you have read and understood the information provided.

Risk Assessments

You should conduct a risk assessment for your stand, and any contractors you bring onsite should also conduct a risk assessment.

Important: All exhibitors; both shell scheme and space only must complete a Health and Safety Risk Assessment; you can do so via the Exhibitor Panel Health & Safety section under 'My Documents'. The deadline to receive this is Friday 22 June 2018.

For further assistance with the completion of risk assessments, you can use our [user guide](#). We have provided a template risk assessment on the Exhibitor Panel Health & Safety section. A simple risk assessment template for all exhibitors can be found in the Exhibitors Panel Health & Safety section under 'My Documents'.

A blank form submitted or one with the blanket wording 'no risks' throughout will not be accepted as an adequate and accurate assessment. We ask for nothing complicated, just some common-sense listing of obvious things such as trip hazard from boxes, loose cabling, secure panel and display erection etc.

- **CDM Regulations**

The Construction Design & Management (CDM) Regulations 2015 state that the build and breakdown of an exhibition is deemed a building site and thus the CDM regulations now apply. These regulations require site information and site rules to be issued to all persons attending the premises during the build and breakdown period.

Site rules should be used in conjunction with those of Manchester Central. The organising team, exhibitors, contractors (the approved contractors appointed by the Organisers as well as those appointed by the exhibitors) and venue staff must comply with the site rules and site information of the Organisers and Manchester Central. It is the exhibiting companies' responsibility to read and pass this information on to all parties (whether staff or contractors) who will be attending the venue during the build period on their behalf. It is not the responsibility of the Organiser or the Venue.

Important: Under CDM regulations, NO contractors will be allowed access to the CDM site before 15.15hrs on Wednesday 25 July unless prior written approval has been granted by the Organisers. All exhibitors with authorised entry will be required to wear high visibility garments and 'appropriate' footwear (no flip flops, sandals, high heeled shoes or ballet/dolly shoes will be allowed). Any Exhibitors or their Contractors doing stand construction (other than pop ups and stand dressing) must wear steel toe capped boots (safety footwear). The only exception to wearing steel toe caps is carpet fitters. ALL exhibitors granted access into the CDM site will need to undergo a full site safety induction prior to accessing the site (please see [induction video](#)).

- **Soft Breakdown**

Soft Breakdown is the one-hour time period given to exhibitors to pack and remove items from their stands prior to introduction of CDM site regulations which will occur approximately between 14:15-15.15hrs on Wednesday 25 July. During Soft Breakdown contractors are not allowed to undertake any dismantling of stands involving the use of ladders, power tools etc. Once the CDM site has been called, hi-vis garments and appropriate footwear will be required to be worn by all exhibitors/venue staff remaining in the hall and hi-vis/safety footwear will require to be worn by all contractors (with the exception of carpet fitters). If you need to stay longer than the first hour of breakdown, you will need to inform the Organiser's Office as you will be required to be given a site safety induction (if you have had one prior to coming on site you will be exempt) and you will be required to wear appropriate footwear with hard soles and hi-vis garments.

- **Additional Documentation**

Exhibitors building complex structures will be required to produce a method statement and/or construction phase plan or provide structural calculations (for stands over 4m). These should be emailed to pmg@conferencecollective.co.uk no later than **Monday 28 May 2018.**

- **Items of Special Risk**

If you are bringing an item onsite that is considered a special risk, you will need to inform Conference Collective **by Friday 22 June**, as well as ensuring this has been included in your risk assessment. Please also email pmg@conferencecollective.co.uk to confirm that you are bringing an item of special risk, or if you think you might be at a later date.

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 ceiling height of the Exchange Hall is 7.4m however there are two overhangs on two sides of the hall which reduce the ceiling height to 4.4m Stands 1, 27, 40-42, 48-51 (insert) The general maximum build for your stand is 4m, if you would like to build a stand over 4m, please email pmg@conferencecollective.co.uk for approval **no later than Monday 28 May.**

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 pmg@conferencecollective.co.uk in the first instance if this is relevant to you, and please do so no later than **Monday 28 May 2018.** 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.

Important Dates

Deadlines have been provided on the Exhibitor Panel for all submissions under 'My Documents'. The PMG Exhibition Form, Health & Safety documentation and electrics grid should all be submitted by Friday 22 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.

All exhibitors must sign the health and safety declaration which can be found in the Exhibitors Panel under 'My Documents' confirming they have adequate insurance in place.

Internet Access

Manchester Central offers free WIFI access (up to 5mbps) to all visitors, suitable for basic web browsing. However, should you require an Internet connection for any product demonstrations on your exhibition stand or business connections, we strongly recommend that you order a connection to ensure full, high speed coverage with technical support.

Please follow the instructions below for Wi-Fi access:

- Connect to the **MCCC** wireless network
- The portal page should load automatically. If not, just open your web browser
- Click **Login to Manchester Central's Free Wi-Fi**

To pre-order additional connectivity, please use Manchester Central's [online ordering platform](#). If you have any questions you can get in touch with the Manchester IT team on +44(0)161 827 7676 or EventsIT@manchestercentral.co.uk.

Lost Property

Lost property should be handed in to the Concierge Desk in the Exchange Lower Foyer. Should you lose any of your possessions, please ask at reception, who can check if it has been found. Manchester Central will retain lost property for two months, after which time they reserve the right to donate it to charity/destroy if no claim to the property has been made.

Medical Emergencies and First Aid

There will be a number of first aiders available throughout the event; in cases of medical emergencies please inform any member of staff or steward of security, you can also reach the medical team by calling the extension 2211 providing details of your name, who is hurt, nature of the incident and the location. The main first aid room is located within the central foyer at the main entrance to the building.

Music

Exhibitors wishing to play any recorded material must obtain a license from the Phonographic Performance Limited (PPL) and Performing Rights Society (PRS). Exhibitors are solely responsible for obtaining any license 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 a member of Manchester Central staff on-site prior to the opening of the exhibition. It is also essential that detailed information be supplied to Manchester Central (via pmg@conferencecollective.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.

Important: Noise should be kept to a minimum and not have an impact on neighbouring stands.

Noise

Noise levels will be monitored by PMG and Manchester Central, 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. The following noise limits apply in Exchange Hall:

- LAeq, 5 min: **96 dB**
- Leq, 5 min @ octave band centre frequency 63Hz: **92 dB**, 125Hz: **87 dB**

Online Ordering – Anchor Exhibitions

You can order furniture from PMG's exhibition builders, Anchor Exhibitions. To do so, click here: www.inspirehire.co.uk.

Should you wish to order additional Shell Scheme, Electrics, Lighting, Signage and accessories then please get in touch with Anchor Exhibitions on email admin@anchor-exhibitions.co.uk or +44(0) 1455 612341.

Opening Times

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

Tuesday 24 July, 08:00 – 17:00 & 19:00 – 19:45 (*Drinks Reception*) [*Exhibitor access from 07:30*]

Wednesday 25 July, 08:00 – 14:15 [*Exhibitor access from 07:30*]

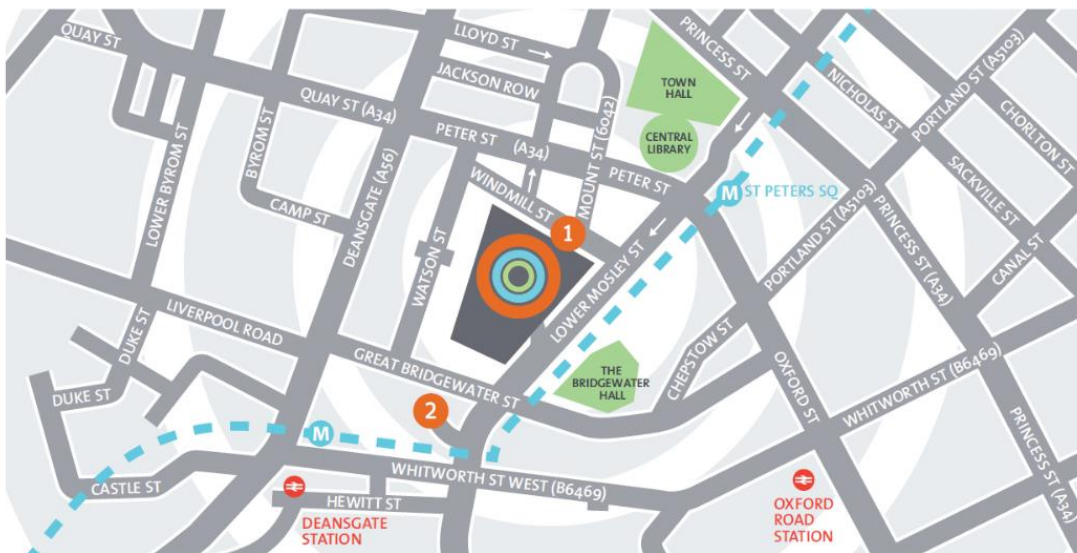
The busiest times will be during the breaks in conference proceedings and also the Drinks Reception, details of which can be found via the [conference programme](#).

Parking

- **Build and Breakdown Access (Directions and Loading Bay)**

Access to the Exchange Hall (where the PMG exhibition will be held) is available via the venue's loading bay (1) (circled in orange below); the entrance to the loading bay is on Windmill Street. There will be a traffic team available to help manage the traffic into the loading bay during the hours of 07:00 – 22:00 on Monday 23 July and 14:00 – 20:00 on Wednesday 25 July. All exhibitors and contractors arriving to load/un-load are required to move their vehicles once finished and follow any instructions provided by the traffic team, which may include time-limits and parking restrictions.

Delivery access to Exchange Hall: Windmill Street, M2 3GX



Please note: Manchester Central's traffic management team issue goods vehicle passes on-site. To obtain a pass, the team will need vehicle and driver's details. Once issued, the pass should be displayed in the vehicle window throughout the loading and unloading process. Please note, a goods vehicle pass is not a parking permit. Manchester Central cannot provide on-site parking.

- **Shipments/Freight Forwarding (Event Logistics)**

Stevie Cameron Event Logistics is appointed as the official freight forwarding and site handling agent for PMG Conference 2018. We strongly recommend that you use Stevie Cameron Event Logistics, a courier and exhibition logistics company, to look after deliveries to the venue. Cameron Logistics can collect your items from your premises – or you can send them to their local Warehouse - a week before the event, then they will deliver your equipment directly to your exhibition stand, ahead of the allocated set up time, so that everything is awaiting your arrival for set-up.

In addition, Cameron Logistics will collect all packaged-up materials from your stand post-event and will return any remaining items to your premises thereafter, or to their Warehouse for your own collection. To receive a quotation for their services, please complete their online enquiry form which is accessible using this link: [Enquiry Form - Click Here](#). Full contacts details are provided on Page 3 of this manual.

The online Exhibitor Panel includes a section titled 'Venue Directions & Parking' in the 'Notices' section which provides the venue, parking and PMG accommodation addresses. Please see the [map](#) highlighting the various locations being used during the event. There is more information about finding the venue by road, train, bus or air available [here](#).

A document providing detailed directions for exhibitors by road into the Manchester Central Loading Bay is also available to download [here](#) and via the panel.

Manchester Central postcode is: **M2 3GX**

Every exhibiting company will be provided with one free parking space, suitable for the size of their vehicle, either at Manchester Central NCP or at NCP Manchester Bridgewater Hall (circled on the [map](#)), for the duration of the event. To specify that you would like one of these spaces, please do so asap (via the Exhibition Form on the Exhibitors Panel). Those allocated a space at Bridgewater Hall must come to PMG registration after setting up, to be provided with a ticket for parking at Bridgewater Hall. 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 your vehicle is under 1.98m, we would recommend:

- [Manchester Central NCP](#)
Lower Mosley Street
Manchester
M2 3GX
Cost: £24 for 6 to 24 hours

If you require parking with no height restrictions, we would recommend:

- [Bridgewater Hall NCP](#)
Little Peter Street
Manchester
M15 4PS
Cost: £16 for 12 to 24 hours: pre-booking available via NCP [website](#)

Please note: The Manchester Central NCP has 18 accessible spaces, but Bridgewater Hall NCP does not have any.

Power and Lighting

Electricity will be provided via floor ducts. Power requirements should be confirmed with Anchor Exhibitions prior to the event.

Please ensure you submit details of where you would like your power sockets to be located **by Friday 22 June** using the Exhibitor 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 **Electric Grid Form** 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.

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:

Size of Stand	Power Sockets & Lighting Allocation
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
52sqm to 57sqm	9 x 500w power sockets and 18 x spotlights
58sqm to 63sqm	10 x 500w power sockets and 20 x spotlights
64sqm to 69 sqm	11 x 500w power sockets and 22 x spotlights
70sqm to 75sqm	12 x 500w power sockets and 24 x spotlights

Public Address System

Announcements made on behalf of exhibitors are made at PMG's discretion and need to be agreed with PMG directly. Please email pmg@conferencecollective.co.uk for any announcements requests.

Refreshments

PMG will be providing breakfast, lunch and refreshments within the exhibition hall on both Tuesday 24 July and Wednesday 25 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 25 July are provided in the Exchange Upper Foyer at 16:30 due to exhibition breakdown taking place, but exhibitors are welcome to stay for these.

Please note, during set-up on Monday 23 July, there will not be any retail points available to purchase any refreshments, so please plan your catering arrangements accordingly.

Lunch and refreshment timings are shown within the programme, available to [download here](#).

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 Exchange Lower Foyer, on the ground floor, before entering the exhibition hall on Tuesday 24 July to print their exhibitor badge and collect a conference bag (exhibitors can also register on Monday 23 July between 15:00 and 21:00 if preferred).

Registration is open:

- Monday 23 July - 15:00 – 21:00
- Tuesday 24 July - 08:00 – 17:00
- Wednesday 25 July - 08:00 – 16:00

Exhibitors and contractors should have their company identification available on Monday 23 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 Cuban Themed Welcome Event or Gala Dinner without the relevant access codes/tickets.

Rigging

Rigging can be arranged through Knight Rigging Services (KRS), Manchester Central's official contractor. Please contact KRS for further information. Sven Knight, +44 (0)1253 894688 or email MCCC@knightrigging.co.uk

Scissor 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 Risk Assessment section page 9).

Security

Manchester Central 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 or any portable equipment 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 6 July and collected at registration.**

Manchester Central will have highly-trained teams in place as well as certain measures designed to provide comfort and reassurance for all participants at **PMG Conference 2018**.

- **Unidentified packages**

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 and Breakdown

Exhibition set-up will take place on **Monday 23 July from 09:00 to 22:00 for space only stands and 14:00 to 22:00 for shell scheme**. 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 25 July from 14:30 and must finish at 22:00**. There will be no time restrictions in place however we highly recommend keeping to all time slots to reduce queuing times. A queuing system will be organised by Manchester Central staff if necessary. Exhibitors will not have access to the loading bay until Manchester Central staff are satisfied the hall is clear of all delegates.

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. **PMG do not permit vehicles (other than fork trucks) to be driven into the exhibition hall.**

Shell Scheme and Space Only Stands

- **Shell Scheme**

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 Exhibitor Panel 'Notices' section under 'Shell Scheme Dimensions'. If you require further information, please contact Anchor Exhibitions directly, via admin@anchor-exhibitions.co.uk or on +44(0) 1455 612341 with any specific queries.

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

- **Space Only Stands**

Companies opting for space only must inform Conference Collective of their intention to do so **by Friday 22 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 23 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. Manchester Central does not stock high visibility vests, so please ensure you have enough for **all** of your staff and contractors.

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 2018', which is available via the Exhibitor 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. It is every free-build exhibitor's responsibility (if sharing a space only site) to provide partition walls between themselves and their neighbours. These walls must be built to the height of the highest point on their stand (minimum of 2.5m, maximum 4m high) and must be cleanly decorated on both sides. If you have any queries or concerns regarding this, please email pmg@conferencecollective.co.uk.

Smoking and E-cigs

Manchester Central is a no smoking venue and this includes the use of e-cigarettes. Those wishing to smoke should do so in the designated areas which are located at the front of the building or the rear service yard barrier box. Any violation of this will result in a penalty charge.

Storage

A storage area (unmanned) in the Exchange Rooms 8-10 will be available for storage of exhibitor flight cases, boxes of stand collateral etc. during the conference. Boxes should be clearly labelled if left in this storage area with details of company name and contact name and contact number. 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 Anchor Exhibitions or brought with you). If you do need to use Manchester Central'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.

Manchester Central provide a free cloakroom in the Exchange Lower Foyer which will be available for all delegates and exhibitors to store personal items such as coats, bags and suitcases. This will be staffed during the following times:

- Monday 23 July – 12:00-17:30
- Tuesday 24 July – 08:00-01:00
- Wednesday 25 July – 08:00-16:00

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 bins will be provided in the Exchange Hall for general waste. Exhibitors must separate rubbish and dispose of it in the appropriate bins provided or can be left in the corner of your stand for collection during the build and breakdown only.

Please use the below as a guide to your waste and recycling:

- General Waste - (Black Bin)
- Paper - (Blue Bin)
- Plastics - (Orange Bin)

Welcome Event

On Monday 23rd July 2018, PMG will be hosting a Cuban themed Welcome Event at [Revolución de Cuba](#) from 7pm until 10pm. There will be a complimentary Cuban buffet 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. If you wish to add this to a booking already made, please contact Ffion via conference@pmguk.co.uk or +44 (0)1392 477710.



Thank you for taking the time to read the Exhibitors Manual, we look forward to welcoming you and your team to the PMG Conference 2018 at Manchester Central in July.

PMG Conference 2018

**EXHIBITOR COMPANY NAME & STAND
NUMBER**

CONTACT NAME OF RECIPIENT (FROM
EXHIBITING COMPANY)

Manchester Central Convention Complex
Petersfield, Manchester
M2 3GX

Box ____ of ____