



Notes for Exhibitors

Location of exhibition

The exhibition will be held in [Peter Chalk Centre](#) (number 17 and grid 6F on the linked map) on the campus of the [University of Exeter](#).

On arrival exhibitors should go to the WRaH 2011 registration desk in the Peter Chalk Centre (or, if arriving on the Sunday, [Holland Hall](#) - number 62 and grid 5D on the linked map). The exhibition area will be available for set up from 07:00 on Monday 18 April 2011. Exhibitors must use only the stand space allocated to them and be set up by 11:00 which is the start of the first poster session.

Delivery of exhibition material

Deliveries of materials can be accepted from 09:00 to 17:00 on Monday 11 April to Friday 15 April or from 07:00 to 08:30 on Monday 18 April 2011. If you intend to deliver material the week **before** the Symposium, please contact Kelly Thacker at the University (K.M.Thacker@exeter.ac.uk, +44(0)1392 725212) with details of the delivery (e.g. expected delivery time, courier used, size, etc).

Boxes should be numbered (1 of 5 etc) and labelled as follows:

Name of exhibiting company (box 1 of ?)
c/o WRaH 2011, 18-21 April 2011
Peter Chalk Centre
The Queen's Drive
University of Exeter
Exeter EX4 4QQ
United Kingdom

Couriers will be required to deliver boxes to the loading area at the rear of the Peter Chalk Centre (accessed via the Streatham Drive entrance to the University). Exhibitors will be responsible for the items whilst on the University site and for moving their material from the loading bay to the Exhibition Hall.

Set-up and break down

Exhibitions may be set up from 07:00 Monday 18 April and should be set up by 11:00. Note that Symposium registration opens at 08:30 and the first poster session is 11:00.

Exhibitions may be broken down between 11:00 and 13:00 on Thursday 21 April 2011. Any boxes for collection by courier must be clearly labelled with the name of the courier, as well as your delivery address, and left in the designated courier collection area by 13:00. Couriers may collect boxes between 13:00 and 17:00 on Thursday 21 April 2011.

Exhibition times

The exhibition area will be located in the same Hall as the poster displays, with the tea, coffee and lunch served nearby. Exhibitions will be accessible to registered delegates throughout the Symposium. Exhibitions are expected to attract most attention during the tea/coffee and lunch breaks, and the three daily poster sessions (please see the [programme](#) for timings).

Exhibition equipment supplied

All exhibitors will be allocated a table and two chairs and have access to a WiFi internet connection and electricity. A poster board (1.83 x 1.22m) can be provided if requested in advance by emailing dalem@halcrow.com. Exhibitors are responsible for sourcing or bringing any additional equipment they may need (e.g. TVs).

Electrics

Exhibitors must be able to provide an up-to-date PAT (Portable Appliance Test) certificate, on request by the University, for any appliances used and bring any extension leads they may need.