

SCIENCE AS REVOLUTION

**July 23-27 2016**  
Manchester Central

# Exhibitor FAQs



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## When is ESOF 2016?

ESOF 2016 will be held 23 -27 July 2016. The opening ceremony and exhibition opening will be held on Sunday, 24 July. Sessions in the main programme, including keynote and plenary lectures, will be scheduled between Sunday, 24 July and Wednesday, 27 July and will run 08:30-18:25. Other events, including satellite conferences, may be held on 23 July. The exhibition will be open all day on 25, 26, and 27 July 2016.

## What is the theme of ESOF 2016?

Our theme for the forum is 'Science as Revolution', reflecting Manchester's rich history as the birthplace of the Industrial Revolution, a city whose ideas have always challenged the established order.

## Where is ESOF 2016?

ESOF 2016 will be held at Manchester Central, an award-winning venue in the heart of the city centre. The venue is just 30 minutes from Manchester Airport and at the centre of the city's multi-modal transport network.

## I'm interested in exhibiting at ESOF 2016. What should I do?

Please contact Annalise Reid at +44 (0)161 209 3353 or +44 (0)7495 899 885 or email: [Annalise.reid@conferencepartners.com](mailto:Annalise.reid@conferencepartners.com)

## When will I receive my exhibitor badges?

Exhibitor badges are available for collection at the venue from 08:00 on Sunday 24 July.

## What should I do if the details on my badges are incorrect?

Reprinting of badges takes moments and can be done at the registration desks at any time.

## When will I receive my contractor passes?

Contractor badges should be ordered prior to going on site and can be ordered via the link in the exhibitor guidelines document. You will receive an e-badge which you are required to bring with you for your first day onsite

## How do I ship to ESOF 2016?

Please include the following details on your shipping labels:

Your company name  
Your stand number  
ESOF 2016  
Central Hall  
Manchester Central  
Petersfield  
Manchester  
M2 3GX

Do not send any items to arrive before the first build day of 22nd July. The venue cannot store any items prior to the event and any shipments will be rejected.

If you require pre-event storage please contact the official freight forwarding contractor who offer this service.

### **What are the exhibition opening times?**

Sunday 24 July	16:45 – 18:30
Monday 25 July 2016	08:00 – 18:25
Tuesday 26 July 2016	08:00 – 18:25
Wednesday 27 July 2016	08:00 – 18:10

### **What are the stand build up and breakdown hours?**

Build-up	
Friday 22 July 2016	09:00 – 18:00 Space only stand construction
Saturday 23 July 2016	08:00 – 20:00 Space only stand construction
Sunday 24 July	08:00 – 14:00 Access for all standholders

All exhibitors must have their stands ready by 14:00 on Sunday 24 July.

### **Breakdown**

Removal of all portable exhibits may commence after 16:00 on Wednesday 27 July 2016.

All exhibits and stand fittings must be removed from the hall by 22:00 on Wednesday 27 July 2016.

### **Is there parking at the venue?**

Manchester Central has a 24 hour NCP car park located directly below the building.

A discounted rate of parking for exhibitors for £12 per 24 hours is available using the discount code EXHIBMC at the following link - <http://www.ncp.co.uk/find-a-car-park/car-parks/manchester-central-under-jv/> - this needs to be booked at least 24hours before you are due to enter the car park.

The address of the car park is: Undercroft Car Park, Lower Mosley Street, Manchester M2 3GX

### **Commercial/Delivery Vehicles:**

There is no parking available onsite for commercial and delivery vehicles, after unloading vehicles will be directed offsite. There are two vehicle parking areas near to the venue should you require it:

For vehicles up to 7.5 tonne: Pryme Street Car Park, M15 4WG

For arctics: Heywood Distribution Park, Pilsworth road, Heywood. OL10 2TT

Tel: +44 (0) 1706 368645

### **Is carpet included in my stand booking?**

All shell scheme stands, are provided with grey carpet. Space only stands must provide their own floor covering.

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## **What is included with my shell package?**

Shell scheme stands include carpeted floor, 1x 500w power point, basic lighting, high table & two stools.

## **I'd like some help with PR and marketing in the run-up to the conference. What can I do?**

Please contact ESOF's PR team at email: [emma@esof2016.eu](mailto:emma@esof2016.eu) or tel :+44 (0)161 238 4532

## **Am I entitled to a free listing in the programme?**

Each exhibitor will be listed in alphabetical order in the printed conference programme and on the mobile app. The entry will consist of company name, contact telephone number and email, website url, logo and a 75 word profile. This information should be submitted to [esof2016exhibitors@conferencepartners.com](mailto:esof2016exhibitors@conferencepartners.com) on receipt of the signed contract and deposit.

## **My question hasn't been answered. Who should I contact?**

Please contact Jenny Marchmont at tel: + 44 (0) 161 209 3355 or email: [esof2016exhibitors@conferencepartners.com](mailto:esof2016exhibitors@conferencepartners.com)

# Contact details

**Jenny Marchmont**  
**Exhibition Manager**

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+44 (0) 161 209 3355

[www.esof2016.eu](http://www.esof2016.eu)

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