



SOUTH WEST 2018

THE BIGGEST AND THE BEST HOUSING EVENT IN THE SOUTH WEST.

16-17 MAY 2018

MERCURE BRISTOL GRAND HOTEL

[#SOUTHWEST2018](#)

SOUTH WEST 2018: EXHIBITOR MANUAL

16 – 17 MAY 2018

Mercure Bristol Grand Hotel

Contents

Welcome	p 3
Key Dates for submission of information	p 3
Key Contacts	p 3
Enquiries during the event	p 4
Exhibition timetable	p 4
Venue & Travel	p 5
Stand information – Shell Scheme	p 6
Stand information – Space Only	p 8
Stand build and breakdown information	p 9
Delivery and collection of items at the venue	p 9
Additional services	p 10
Exhibitor passes	p 11
After Party!	p 11
Additional Advertising Opportunities	p 11

WELCOME

We are delighted that you are exhibiting with us at South West 2018!

This information is produced to assist you as a valued exhibitor. We therefore urge you to take the time to read the contents to ensure a safe and successful event.

DEADLINES FOR SUBMISSION OF INFORMATION

We will be seeking key information from you over the coming weeks. This will come to you, by email, with links to online forms to complete.

- Stage 1: Deadline for completion of checklist: **Friday 20 April 2018**
Confirmation of name for shell scheme fascia
100 word profile, contact details & advertising opportunities in the Event Guide
How to order furniture for your stand (deadline for orders **7 May**)
How to additional electrics for your stand (1 x 500w socket provided as standard)
(deadline for orders **7 May**)
How to order AV equipment for your stand (**deadline 7 May**)
How to book accommodation (deadline **16 April**)
- Stage 2: Deadline for completion: **Friday 27 April**
Health & Safety checklist
Request to provide risk assessments
Request to provide evidence of public liability insurance
- Stage 3: Deadline for completion: **Friday 27 April**
Names for exhibitor passes included in package
Request to purchase additional exhibitor passes
Names for Conference Dinner tickets included in package
Request to purchase additional Conference Dinner tickets

KEY CONTACTS

Exhibition Enquiries

Kathryn Slater
CIH Event Delivery
0131 221 7756
07900 274548

kathryn.slater@cih.org

Kirsty Bates
CIH E&S Sales
02476 851766
07535 960612

Kirsty.bates@cih.org

Conference Enquiries

Hayley Hanson
CIH Event Producer
024 7685 1727
07507 351906

hayley.hanson@cih.org

Official Contractors (Shell Scheme, Furniture and Electrics)

Ginger Exhibitions are the contractors for this event and will deal with additional orders for shell scheme, furniture and electrics. Forms to order these elements are enclosed with this exhibitor manual, and should be returned by **7 May** to avoid surcharges.

To order any additional fixtures for shell scheme, electrics or furniture please contact:

Matthew Spencer
Ginger Exhibitions
01633 860230

matthew@gingerexhibitions.co.uk

ENQUIRIES DURING THE EVENT

Please contact a member of the CIH team who will be available at the CIH stand or main registration desk.

EXHIBITION TIMETABLE

Set up times:

Tuesday 15 May 14.00 – 20.00

Show Open Times:

Wednesday 16 May 08.30 – 18.30 (Exhibitor access from 08.00; Drinks reception at 17.15)

Thursday 17 May 08.30 – 15.00 (Exhibitor access from 08.00)

De-rig times:

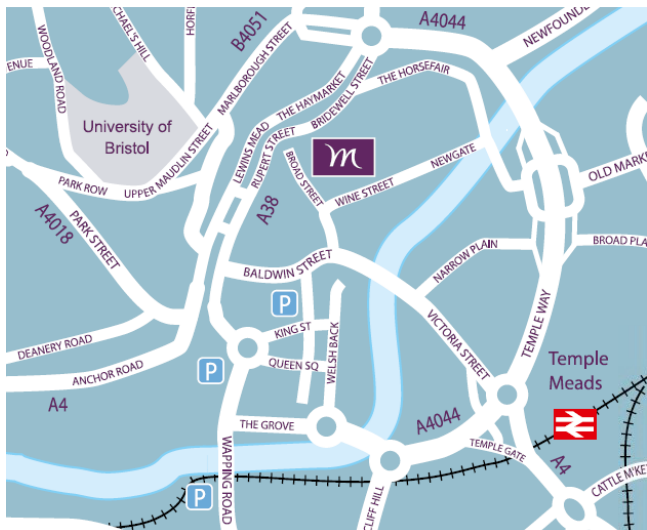
Thursday 17 May 15.00 – 18.00 (De-rig from 15.00 is at organisers' discretion – large or heavy items may need to wait until 16.30 when delegates are clear of the venue)

See p9 for more information on access for loading in and loading out.

VENUE & TRAVEL

Venue

The exhibition is being held in the Wessex and Marlborough Suites of the Mercure Bristol Grand Hotel.



Travel

By train

The venue is under a mile from Bristol Temple Meads station.

By road

Leave the M4 at junction 19 and take the M32 to Bristol city centre. At the traffic lights where the motorway ends, turn left, then take the third exit at the roundabout and bear right. At the next set of lights, turn left into Broad Weir, pass the NCP car park and turn right into Newgate Street leading into Wine Street. As the road veers to the left, turn right into Broad Street where the hotel is on your right.

Parking

The hotel has a car park consisting of 150 spaces available on a first come, first served basis. There is a height limit of 1.9 m. Overnight parking is charged at £10.50.

Alternative multi-storey car parks are located nearby at Bristol Nelson Street MSCP, Nelson Street, Bristol, BS1 3DB (NCP) and at the Galleries Shopping Centre, BS1 3DQ, (note restricted opening times).

All the above car parks have height restrictions.

Taxis

The hotel reception will be happy to call a taxi for you.

STAND INFORMATION

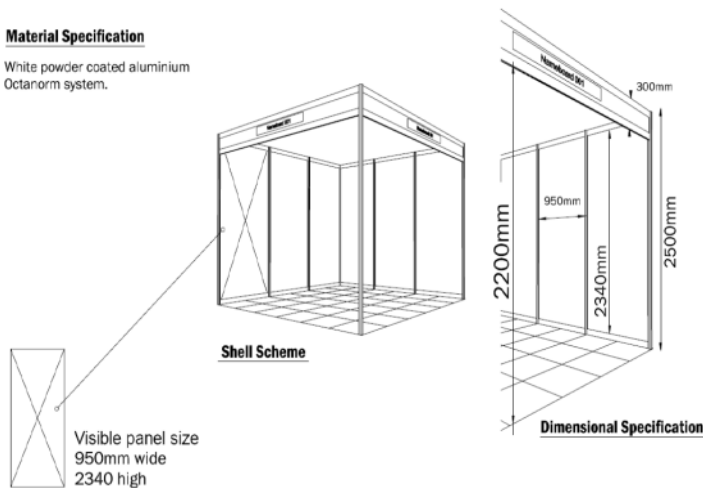
Shell Scheme Stands

Shell scheme stands come with white walling, 2 x spotlights, 1 x 500w single socket and fascia name board. All exhibition stands will be carpeted.

Please see below for the exact dimensions of panels. If you would like to order graphic panels to cover the shell scheme walls, please contact Matthew Spencer at Ginger Exhibitions on 01633 860230.

Material Specification

White powder coated aluminium
Octanorm system.



Fixings

Light material may be attached to the shell scheme by the use of Velcro or sticky tabs. Advice should be sought from Ginger Exhibitions for mounting heavy materials as special fixings may be needed. Under no circumstances should any fixings be made which damage, or have the potential to damage, the panels or aluminium frame.

Name Board

Fascia name boards are white with black lettering and will display your company name and stand number. You will have been asked to confirm the exact wording/spelling of this in your Stage 1 Checklist.

Furniture

No furniture will be provided for you. If you wish to order a furniture package, please complete the relevant form and send to Ginger Exhibitions. If you have specific requirements please contact Ginger Exhibitions who will be able to provide you with relevant options and prices.

Please note the venue will be unable to provide furniture free of charge

Flooring

The venue will be carpeted. You are not permitted to affix anything to the carpet which has the potential to damage it although you are welcome to lay your own flooring, provided it is safely laid and does not present a trip hazard.

RISK ASSESSMENT

All stands **MUST** submit a risk assessment for this event. You will not be permitted to build and run your stand without a risk assessment. There is a health and safety checklist in your Stage 2 forms.

If you answer “no” to all questions, you should complete the Simple Risk Assessment form. If you answer “Yes” to any question, you should complete the full RAMS document.

Risk assessment templates have been supplied with this exhibitor manual.

Please send completed risk assessment and evidence of public liability insurance to Kathryn.slater@cih.org by Friday 27 April.

Space only Stands

For those who have opted for space only, unless otherwise arranged, you will not be provided with any extras such as spotlights.

Electrics

You will be provided with 1 x 500w socket, should you require any extra please contact Ginger Exhibitions.

Height Limitations

The lowest ceiling height in the exhibition hall is 2.7m. If your stand is going to be taller than this we recommend you contact us well in advance, and carry out a site visit at the hotel as the ceiling height varies throughout the area.

Furniture

No furniture will be provided for you. If you wish to order a furniture package, please complete the relevant form and send to Ginger Exhibitions. If you have specific requirements please contact Ginger Exhibitions who will be able to provide you with relevant options and prices.

Please note the venue will be unable to provide furniture free of charge

Flooring

The venue will be carpeted. You are not permitted to affix anything to the carpet which has the potential to damage it although you are welcome to lay your own flooring, provided it is safely laid and does not present a trip hazard.

Scale Drawings

Space only stands will be required to submit a scale drawing of your stand to Kathryn.slater@cih.org no later than **27 April**. Stand build will not be allowed unless the drawings have been approved in advance.

RISK ASSESSMENT & METHOD STATEMENT

All stands **MUST** submit a risk assessment for this event. You will not be permitted to build and run your stand without a risk assessment and method statement (RAMS).

As a space only exhibitor, you should complete the full RAMS document supplied with this exhibitor manual, not the simple risk assessment template which is suitable for shell scheme exhibitors only.

Please send completed RAMS and evidence of public liability insurance to Kathryn.slater@cih.org by **Friday 27 April.**

STAND BUILD CONTRACTORS

If you have stand build contractors to build all or any part of your stand, please ensure they complete the RAMS documentation and are aware of the access times for set up and breakdown.

You will be asked to confirm the contact details of your contractors in your Stage 2 checklist.

STAND BUILD AND BREAKDOWN INFORMATION

Stand build

Tuesday 15 May: access will be from 14.00 for all stands.
All stands must be set-up by 20.00 on Tuesday 15 May.

The exhibition halls are located on the first floor of the hotel. Lift access into the exhibition halls is limited with only a small lift available.

If possible, we suggest you have your large and bulky stand materials (banner stands, boxes of literature etc) delivered to the hotel by courier in advance of the event (see below for details). If that is not possible and you need to bring your materials onsite yourself, we will be able to assist with bringing large and bulky items up the stairs.

Stand Breakdown

Thursday 17 May from 15:00

Breakdown from this time is at the discretion of the organisers – for health and safety reasons, heavy or bulky stand items may need to wait until 16.30 when the venue is clear of delegates.

All stands must be de-rigged and the venue cleared by 18.00 on Thursday 17 May.

DELIVERY AND COLLECTION OF ITEMS AT THE VENUE

Deliveries Pre-show

Deliveries should be addressed to:

CIH South West Conference
(Name, Company and Stand Number)
c/o Zoe Crewe
Mercure Bristol Grand Hotel
Broad Street
BS1 2EL

Deliveries may be made to the hotel **no sooner than Monday 14 May**, clearly labelled with the above information.

Collections after the Show

Please note that all items being picked up by couriers after the event must be securely wrapped, clearly labelled with all appropriate paperwork, and moved to the storage area within the venue. Staff at the venue or CIH staff are NOT responsible for the collection of goods.

All items for collection **must be uplifted by 17.00 on Friday 18 May** otherwise they may be destroyed.

ADDITIONAL SERVICES

AV equipment on your stand

Please complete the order form supplied with this exhibitor manual or talk to Matthew Spencer at Ginger for your AV requirements.

01633 860230

matthew@gingerexhibitions.co.uk

Internet Access

There is a free WiFi connection throughout the venue intended for casual use, web browsing etc. It is not intended for business critical use. If you have a need for onstand wifi for demonstration purposes, please contact Kathryn.slater@cih.org to discuss your requirements.

Cleaning

The exhibition floor will be cleaned each morning before the exhibition opens.

Security

The organisers cannot accept responsibility for any damage to and/or loss of any property incurred by exhibitors or contractors.

Insurance

Exhibitors must **ensure that they take out their own insurance to cover all risks.**

Exhibitors wishing to discuss insurance matters should check with their own insurance company.

Although we take every precaution to protect your property, loss or damage to your own property is your responsibility. We will ask for evidence of your public liability insurance to be supplied to

kathryn.slater@cih.org by 27 April.

Accommodation

Preferential rates for conference exhibitors can be booked through Conference Care, using this link:

<https://tinyurl.com/yav58gzv> or email: nicolag@conferencecare.com or call 024 7636 9720.

Bookings must be made before 5pm 16 April.

EXHIBITOR PASSES

Each exhibitor has been allocated two exhibitor representative passes per day.

Exhibitor representative passes entitle the holder to complimentary lunch on Wednesday 16 and Thursday 17 May, and refreshments as served during the breaks throughout the conference.

Please note exhibitor passes do not allow access to the conference sessions.

You may change your exhibitor representatives each day, however for security reasons we cannot accept different representatives for part days.

If you require additional passes, they may be purchased at £99 + VAT per day, and this may be done on the Stage 3 Checklist form.

Your nominated exhibitor representatives will receive joining instructions the week prior to the event, and passes can be collected from the registration desk.

AFTER PARTY sponsored by BRC

All delegates, speakers, exhibitors and sponsors are invited to the South West 2018 After Party sponsored by BRC, from 10 pm on Wednesday 16 May 2018 at Marlow's Bar at the Mercure Bristol Grand Hotel.

Tickets – although free of charge - must be booked in advance and include an arrival drink.

You will be able to book places at this event in your Stage 3 checklist form.

ADDITIONAL ADVERTISING OPPORTUNITIES

Your stand package includes a listing of your contact details and a 100-word profile in the Event Guide. You may add your logo to this for an additional cost of £95 + VAT.

If you would like enhance your profile even further at the event, there are several ways you can do this:

Include an insert into the delegate bag:	£350 + VAT
Include a half page advertisement in the Event Guide:	£450 + VAT
Include a full page advertisement in the Event Guide:	£800 + VAT

You can choose any of these options in the Stage 1 checklist. Please note the deadline of 20 April to supply artwork or logos for inclusion in the Event Guide.