

EXHIBITOR'S CHECK LIST

- Set up is available from **12 noon on Tuesday 28th February**
- There is a restaurant at the venue for any catering you require on Tuesday.
- The event will conclude at 3pm on Thursday 2nd March – if you are leaving items for collection make sure they are clearly marked.
- You can access the venue from **7am on Wednesday 1st March**
- The venue does not have a fork lift truck
- Venue will provide 6ft trestle table, tablecloth and 2 chairs
- Power is provided to ALL stands – bring along an extension lead (suitably PAT tested) just in case!
- A room has been assigned for storage – ask Event Staff for more information
- Have you registered your colleagues on the Exhibitor Portal? These do not include any Steering Group Members or Presenters.
- Do any of your colleagues have any dietary requirements – let us know
- The Drinks Reception is open to all, **sponsored by AVL Powertrain UK**
- Have you invited Customers to this event?
- We can offer a reduced price of £200+VAT for exhibitors which include the Evening Network Event.
- Evening Network Event **sponsored by Advanced Propulsion Centre celebrating their tenth Anniversary**
- Mini Bus Service - operating between the airport / station / conference hotel (see the minibus document for more details)

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- Your car/van can be left at the venue overnight if you are using the mini bus service to the conference hotel.
- If you are not booked at the Best Western Manor Hotel, taxis can be booked at reception.
- Have you ordered a scanner? These can be collected at the registration desk on either Tuesday 28th February or Wednesday 1st March.
- Do you require a TV? These can be rented per day – email **Lynda@futurepowertrains.co.uk**
- Have you registered on the Online Network Tool to see who is attending and to swap your business card?
- Tell social media about your participation at FPC to encourage more registrations
- Please complete a feedback form (available from reception) and let us know how we can improve this event.
- Finally, have you paid your invoice?